

Natick High School Student Handbook 2021-2022



COVID adjustments to the NHS Handbook 2021-2022, please click [here](#).

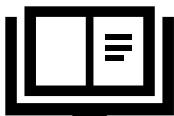
**These adjustments work in tandem with our current NHS handbook below.*

Table of Contents

<i>Student Officers, Boards, Councils, Representatives.....</i>	6
<i>NPS Administration and NHS Departments.....</i>	7
<i>Natick Public Schools Rights and Responsibilities.....</i>	9
<i>Natick Public Schools Vision.....</i>	9
<i>Natick High School Core Values.....</i>	9
<i>Natick High School Expectations for Student Learning.....</i>	10
<i>Natick High School Profile of a Graduate.....</i>	11



<i>General Academic Information.....</i>	12
<i>Grading.....</i>	12
<i>Scheduling.....</i>	14
<i>Graduation Requirements.....</i>	16
<i>Miscellaneous Academic Information.....</i>	18
<i>Parental Notification Relative to Sex Education.....</i>	20



<i>Student Records.....</i>	21
<i>Summary of Regulations - Pertaining to Student Records.....</i>	21
<i>Amendment of Records</i>	21
<i>Confidentiality of Records.....</i>	22
<i>Family Education Rights and Privacy Act (FERPA).....</i>	22
<i>Inspection of Records</i>	23
<i>Discipline in Student Records.....</i>	23
<i>Translation of Documents.....</i>	23



<i>Student Services.....</i>	24
<i>ACT Team.....</i>	24
<i>Guidance Services.....</i>	24
<i>Independent Study.....</i>	24
<i>Library/Media Center.....</i>	24
<i>Physical Education (PE)/Health.....</i>	25

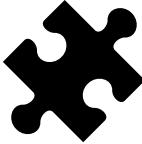
<i>Youth Drug and Alcohol Education Program</i>	25
---	----



<i>Health Services</i>	26
------------------------	----

<i>Immunization Policy</i>	27
----------------------------	----

<i>Medication Policy</i>	27
--------------------------	----



<i>Student Activities Information</i>	29
---------------------------------------	----

<i>Student Eligibility</i>	29
----------------------------	----



<i>Student Extracurricular (Non-Athletic) Activities Information</i>	31
--	----

<i>Clubs, Activities, and Organizations</i>	31
---	----



<i>General School Policies and Procedures</i>	32
---	----

<i>Academic Integrity Policy</i>	32
----------------------------------	----

<i>Bus Conduct Policy</i>	33
---------------------------	----

<i>Bus Conduct Rules</i>	34
--------------------------	----

<i>Cafeteria Use Policy</i>	35
-----------------------------	----

<i>Cell Phone (and Other Electronic Devices) Policy</i>	35
---	----

<i>Detention Policy</i>	36
-------------------------	----

<i>Field Trip Policy</i>	36
--------------------------	----

<i>Fire Drill Protocols</i>	36
-----------------------------	----

<i>Gifts to Staff Members Policy</i>	37
--------------------------------------	----

<i>Homework Policy</i>	37
------------------------	----

<i>Identification (ID) Cards</i>	38
----------------------------------	----

<i>Lockers</i>	38
----------------	----

<i>Interrogation by Police in School-Related Matters</i>	39
--	----

<i>School Cancellation Policy</i>	39
-----------------------------------	----

<i>Statement of Dress</i>	40
---------------------------	----

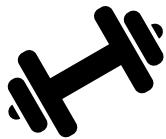
<i>Student Motor Vehicle Regulations and Parking</i>	41
--	----

<i>Test Policy</i>	41
--------------------	----

<i>Video Recording Policy</i>	42
<i>Student Data Privacy Policy</i>	43
<i>Student Responsible Use Policy</i>	47
.....	50
<i>Attendance Policies and Procedures</i>	50
<i>Tardiness</i>	50
<i>Junior and Senior Privileges</i>	51
<i>Dismissals</i>	52



<i>Discipline Rules and Policies</i>	53
<i>School Grounds</i>	53
<i>Discipline for Special Needs Students</i>	56
<i>Search and Seizure Policy</i>	57
<i>Student Conduct</i>	58
<i>Memorandum of Understanding</i>	59
<i>Recommended School Procedures and Responses to Chemical Use by Students</i>	60
<i>Due Process</i>	63
<i>Commonwealth of Massachusetts: Anti-Hazing Law</i>	63
<i>Natick Public Schools Bullying Policy</i>	65
<i>Drug Free School Zones</i>	78
<i>(Chapter 227 of the Acts of 1989)</i>	78
<i>Nondiscrimination Policy</i>	82
<i>Nondiscrimination on the Basis of Handicap</i>	84
<i>Sexual Harassment Policy for Students</i>	86



<i>Athletic Department Reference Guide</i>	89
<i>Memorial Field Events Guidelines and Regulations</i>	89
<i>Natick Memorial Field and Track Rules</i>	89



<i>Head Injuries and Concussions in Extracurricular Athletic Activities Policy and Procedures</i>	90
<i>Communications and Training</i>	90
<i>Documentation, Physical Examination, Reporting and Clearance/Return to Play</i>	92
<i>Natick Athletics Return to Play Protocol for Concussions</i>	98



<i>Athletic Discipline Code</i>	104
<i>Minimum Penalties</i>	104
<i>Athletic Program</i>	106

Natick High School

2021-2022

Student Officers, Boards, Councils, Representatives

Class of 2022

President: Jake Adelmann
Vice President: Khushi Chauhan
Secretary: Ellie Petit
Treasurer: Jayson Little
Class Advisors:
Ms. Susan Tully
Ms. Sherrin Moran

National Honor Society Officers

President: Mckenzie Woods
Vice President: Therese Heim
Secretary: Nicole Herring
Public Relations Officer: Andrew Cho
Advisors:
Ms. Kelly Marino
Mr. William Sanford

Class of 2023

President: Madeline David
Vice President: Brielle Sheriff
Secretary: Lyla Sneed
Treasurer: Claire Eckelkamp
Class Advisors:
Mr. Ben Maki
Mr. John Larkin

Student Council

President: Kate Choiunard
Vice President: Ellie Pantekidis
Corresponding Secretary: Kyle Chase
Recording Secretary: Harry Pagnini
Treasurer: Timmy Cushing
Publicist/Social Media Correspondent: Kyra Hacker
Advisors:
Ms. Maryanne Ouellet
Ms. Emily Tobin

Class of 2024

President: Hannah Schwichtenberg
Vice President: Olivia Norchi
Secretary: Lily Berkowitz
Treasurer: Ryan Ackerman
Class Advisors:
Mr. Anthony Cuoco
Mr. Daniel Joseph

School Council Student Representatives

Kelly Pease
Olivia Carrasco
Kyle Chase
Megan Curran
Cricket Lemon
Jasmine Teng

Class of 2025

President: Nolan Cloutier
Vice President: Aiden Dunton
Secretary: Amy Atuhaire
Treasurer: Shaylie Rutledge
Class Advisors:
Mr. Neil Donohue
Ms. Brenna Keefe

Attention Parents & Students

Proposed changes to the Student Handbook for the next year are requested to the Principal on or before December 1, 2021.

Join our email list under “Quick Links” on the NHS homepage to receive NHS emails & weekly e-Blasts!
Links to NHS Athletics Information:

- **NHS Athletics Department homepage**
- **NHS Athletic Schedules**
- **MIAA Website**
- **Bay State Conference Website**

NPS Administration and NHS Departments

Natick School Committee

Julie McDonough, Chair

Cathi Collins, Vice Chair

Donna McKenzie, Clerk

Catherine Brunell

Hayley Sonneborn

Henry Haugland

Shai Fuxman

Student Representative:

Kaleigh Hacker

NPS Central Administration

508-647-6500

Superintendent: Dr. Anna Nolin

Interim Director of Teaching, Learning & Innovation: Susan Balboni

Superintendent of Student Services: Tim Luff

Assistant Superintendent of Finance: Peter Gray

Director of Human Resources: Suzanne Kenny

NHS Administration and Main Office

508-647-6600

Principal: Brian Harrigan

Administrative Assistant: Erica Kaswell

Vice Principal: Zachary Galvin

Vice Principal: Erica Cole Harms

Dean of Students: Jason Hoye

Dean of Students: Matthew Strother

Administrative Assistants: Lisa Spencer, Therese Crandall & Lisandra Martinez

NHS Absentee Line

508-647-6601

NHS Health Services

508-647-6604

Lead Nurse: Nicole Marcinkiewicz

School Nurse: Carrie Harding

School Nurse: Jennifer Garb-Palumbo

NHS Athletics Office

508-647-6607

Director: Tim Collins

Administrative Assistant: TBD

NHS Guidance Office

508-647-6600

Director: Karen Dalton-Thomas

Administrative Assistants: Donna Slattery & Sandy White

NPS Student Services

508-647-6600 x1706

Director: Erin Miller

Administrative Assistant: Lisa Trayers

NHS Academic Department Heads

Alternative Education (Northstar): Mark Mortarelli

English: Maryanne Ouellet

Fine, Performing & Media Arts: Stephen Miller

Library: Tara McDonald

Mathematics: Andrew Hollins

METCO: Rasheedah Clayton

PE/Health/Wellness: Robert Anniballi

Science: Daniel Hinnenkamp

Social Studies: Matthew Brenneman

World Language: Denise Trubiano

PTSO Executive Board

Co-Presidents: Caroline Goldman & Maureen Austin

Treasurer: Rachel Plofsky

Secretary: Terry Lopas

Natick Education Foundation

President: Rosemary Driscoll

NPS Transportation

508-647-6497

Coordinator: Patricia Paine

Natick 180

508-647-6623

Director: Katie Sugarman

The Natick Public Schools prohibits discrimination on the basis of race, color, sex, national origin, religion, disability, gender identity, sexual orientation and homelessness.

Natick Public Schools Rights and Responsibilities

Natick High School students are considered citizens of this school community. Citizenship, as in any community, is something that confers fundamental rights and equally important responsibilities upon each of its members.

Student Rights

Natick High School students have the right:

- to be treated with respect by all members of the school community;
- to be personally safe and to expect that your personal property will be secure;
- to do your school work in clean and pleasant surroundings;
- to have freedom of expression and opinion so long as it does not cause disruption or disorder within the school;
- to a full and appropriate education;
- to "due process" in the fair application of individual classroom and school-wide discipline policies.

Student Responsibilities

Natick High School students have the responsibility:

- to treat all members of the school community, both pupils and staff, with respect;
- to help make the school a safe place for all;
- to ensure proper care and security of all personal and school property;
- to help keep the school a clean and pleasant place for everyone;
- to express oneself in a manner that will not cause disruption, disturbance, or embarrassment to others;
- to meet all academic obligations to the very best of one's abilities;
- to know and understand individual classroom and school-wide discipline policies and to avoid behaviors which would be deliberate violations of these behavioral expectations.

Natick Public Schools Vision

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

Natick High School Core Values

As part of a larger community, Natick High School seeks to develop students with creative minds, healthy lifestyles and strong character who will contribute ingenuity, service, acceptance, and leadership to an ever-changing society.

As globally literate citizens, Natick High students will achieve their highest academic potential by communicating clearly, thinking critically, problem-solving creatively, and working collaboratively while mastering subject information.

Through diverse programming, Natick High students will engage in active learning that promotes wellness while preparing students for college, career, and life choices. In a safe and supportive environment, Natick High students will demonstrate responsibility, integrity, and respect in their daily lives.

Natick High School Expectations for Student Learning

Academic Expectations

Natick High School students will:

- Write with focus, development and detail.
- Orally communicate ideas and information coherently and with clarity.
- Analyze and solve real-world problems.
- Use appropriate technology to research, organize and present information.
- Make informed choices and practice behaviors necessary to achieve and maintain their physical well-being.

Civic and Social Expectations

Natick High School students will:

- Conduct themselves with honesty and integrity.
- Demonstrate personal responsibility for their learning, and in their behavior.
- Practice social responsibility and active citizenship.

Natick High School Profile of a Graduate

Natick High School students think critically, problem-solve creatively, communicate clearly and work collaboratively to master core content and solve problems.

Lifelong Learner

- Acquires, analyzes and synthesizes content in a variety of academic disciplines and media.
- Possesses intellectual curiosity and resourcefulness and actively engages in the process of learning.
- Transfers knowledge to other situations.
- Seeks the joy of learning.
- Entertains fresh perspectives and pursues innovative solutions to complex problems.
- Applies imagination and inventiveness in the creative process.
- Speaks in a purposeful manner to inform, influence, motivate, or entertain listeners.
- Writes effectively for various purposes and audiences to convey understanding of concepts.
- Uses technological skills and contemporary digital tools to explore and exchange ideas.
- Demonstrates the ability to work interdependently within a group to promote learning, increase productivity, and achieve common goals.

Natick High School students practice self-determination, demonstrate resilience, accept responsibility and demonstrate personal integrity to direct their own learning and reach their full potential.

Responsible Decision-Maker

- Directs own learning in various academic subjects as well as in extracurricular activities, career explorations and work experiences.
- Sets goals and takes the initiative to achieve those goals.
- Regularly reflects as a learner and acts responsibly with the interests of the larger community in mind.
- Demonstrates personal integrity, honesty, and ethical behavior.
- Seeks feedback, accepts praise and constructive criticism and then adjusts accordingly to accomplish goals.
- Is willing to be helpful and flexible in making necessary compromises to accomplish a common goal.
- Persists to accomplish difficult tasks and to overcome academic and personal barriers to meet goals.
- Self-advocates by understanding and effectively communicating with others.
- Makes informed choices in living a healthy and balanced life.
- Evaluates options, makes choices, and takes responsibility.

Natick High School students develop the social and cross-cultural skills that inspire leadership, encourage teamwork, and promote communication.

Citizen Leader

- Acts responsibly and ethically.
- Engages in issues and ideas that have local and global significance across all academic disciplines.
- Demonstrates empathy, compassion, and respect for others.
- Develops and maintains the skills, competencies, and qualities to succeed personally, interpersonally, and professionally.
- Supports our community through effective service.
- Acknowledges, understands, and works effectively with people from diverse social and cultural backgrounds.
- Leverages social and cultural differences to create new ideas and increase both innovation and quality of work.
- Understands the functions and foundations of the U.S. system of government and the corresponding rights, privileges, and responsibilities.
- Negotiates meaning and interacts in another language to share information.



General Academic Information

All students, regardless of race, color, sex, national origin, religion, disability, gender identity, sexual orientation, or homelessness, have equal access to the general education program and the full range of any occupational/ vocational education programs offered by the district.

Grading

A grade will reflect the teacher's assessment of the degree to which a student has met the requirements of a course during a given marking period. Course requirements include such items as class participation and effort; homework; growth and achievement in content; skills and knowledge as reflected in daily class assignments, tests and projects. **The grading scale* is as follows:**

A+ (97-100)	A (93-96)	A- (90-92)
B+ (87-89)	B (83-86)	B- (80-82)
C+ (77-79)	C (73-76)	C- (70-72)
D+ (67-69)	D (63-66)	D- (60-62)
F (59 and below) Failing - no credit		
I	Incomplete	
N	Credit not received; see additional information under Discipline Guide Credit Policy	
P	Passing	
W	Withdrawn; Schedule Change	
X	Withdrawn; Disciplinary Reasons; see additional information under Discipline Guide	
*For freshmen only, no grade lower than 50 will be recorded for the first term of a course.		

A. Semester grades are based upon the following formula:

First term grade 42.5% + Second term grade 42.5% + Final Exam grade 15% = Semester Grade

1. All students will take all final and semester exams during the exam periods. The only exception to this rule would be in the case of students who are absent from school due to illness or school-sponsored activities. In such a situation, students will be allowed to make up their exams at a specified time.
2. Students will take semester and final exams when scheduled to do so. Seniors may be exempt from the semester exams in January and May at the teachers' discretion if the following conditions are met:
 - The student must achieve a minimum grade of an A- for the two quarters in the semester.
 - The student must have no more than seven days of absence for the semester. If teachers wish to consider any exception to these guidelines, they should consult with a building administrator.
 - The student must have no class skips in the course.
3. If a student is unable to take the exam at the regularly scheduled time, the exam will be taken after the close of the semester. In the first semester, the student will have ten (10) school days in which to take the exam. In the case of the second semester, the exam will be taken during the summer at the

time arranged between the student and the administration. The student will receive a grade of Incomplete (I) until such time that the exam is graded. The exam grade and the semester grade will then be changed.

4. In the case where a student is involved in a school-sponsored activity that conflicts with the regular examination period, exams will be waived for each period that presents a conflict.

B. A grade of Incomplete (I) will be given to a student who has unfinished course requirements because of extenuating factors such as protracted period(s) of illness. It is expected that the incomplete work be completed within ten (10) days after the close of a marking period; however, should a waiver be needed for extended time, the student should contact the vice principal who will discuss the matter with the department head involved. If the work is not completed within the specified time (includes waiver where granted), the incomplete grade will become an F; otherwise the teacher will report a regular grade.

C. Withdrawal from a Course

Full-year courses: If a student withdraws from a course anytime during Term 1, the course would disappear entirely from a student's transcript. If a student withdraws from a course starting the first day of Term 2, the Term 1 grade as earned would appear on a student's record, the Term 2 grade of "W" would appear on a student's record, the Exam grade would be left blank, and the Semester grade would be a "W" on the transcript.

If a student withdraws during Term 3, then a "W" would appear under Term 3. The Term 4 and Exam grades would be left blank, and the Semester grades would be a "W." No withdrawals would be permitted Term 4.

If a student switches levels but continues to be enrolled in the same subject course, the above does not apply and this falls under the Level Change portion of the Student Handbook. However, if a student switches from a course that is taught at NHS to an online course, then the above rules regarding the "W" do apply.

Semester courses - fall: If a student withdraws from a course anytime during Term 1, the course would disappear entirely from a student's transcript. If a student withdraws from a course starting the first day of Term 2, the Term 1 grade would appear on a student's record, the Term 2 grade of "W" would appear on a student's record, the Exam grade would be left blank, and the Semester grade would be a "W."

Semester courses - spring: If a student withdraws from a course anytime during Term 3, the course would disappear entirely from a student's transcript. If a student withdraws from a course starting the first day of Term 4, the Term 3 grade would appear on a student's record, the Term 4 grade of "W" would appear on a student's record, the Exam grade would be left blank, and the Semester grade would be a "W."

Progress Reports

Parents should access the school's student information system (PowerSchool) for student progress.

Report Cards

These are issued four times during the school year (approximately ten-week intervals), are viewed through the parent portal on our Student Information System (PowerSchool) and will include the following:

1. Record of achievement (grades) each term and semester
2. Number of times a class is missed.
3. Credits earned for one semester.
4. Credits earned to date (cumulative).
5. Attendance and tardy record.
6. Social expectations

Scheduling

Adding or Dropping a Course

Course changes will only be considered for students who are misplaced in terms of their ability relative to the level of the course in which they are currently enrolled. To move down an academic level, misplacement will be evidenced by a lack of academic progress, despite student's best efforts. To move up an academic level, students must demonstrate mastery of course material. Both types of level changes require teacher, academic department head, guidance counselor, and parent approval. **NOTE: Student requests for specific teachers will not be honored.**

Add/Drop Period

Requests to add/drop a course will be honored within the constraints of the scheduling process, and subject to the student meeting any course prerequisite, as follows:

- Within the first 10 school days of first Semester, full-year and elective courses can be addressed.
- Within the first 10 school days of second Semester, only elective courses can be addressed.
- Online courses are subject to the TEC-CL policies. All online courses can only be dropped within the first 10 days of enrollment.

After 10 school days, a student must adhere to the following procedure:

Schedule Changes

Before requesting a change, please think it over carefully; discuss the change with your teacher, guidance counselor, and parents. If it seems wise to make the change, follow these steps:

1. Make an appointment to discuss with your guidance counselor during one of your study halls/privs.
2. Your counselor will complete a *Schedule Change Request Form* with you.
3. Take the form to the appropriate class teacher for approval signature.
4. Obtain parent/guardian approval signature. You must also sign to indicate understanding that the former and new course grades will be averaged, and that your attendance record follows you to new class.
5. Take form to the academic department head to obtain an approval signature.
6. Return the signed form to your guidance counselor.

7. Continue to follow your original schedule until your counselor provides you with an updated one.

Guidance Counselors will do their best to make any changes with minimum disruption to the student's schedule and other department's courses. However, it should be recognized that making a change to any class might impact other classes, including study halls.

Schedule Adjustments

A great deal of time and effort is spent helping students construct a program of courses best suited to his/her needs, abilities, and interests. Course request verifications are distributed in the spring, and adjustments are made within reasonable guidelines. Therefore, further program adjustments that must be completed prior to the opening of school will be made based only on the following criteria:

1. An error or conflict existed.
2. Schedule did not include all school or graduation requirements.
3. The student was not eligible for a course based on grade prerequisites.
4. Completion of summer school improved a grade.
5. Educational Plan (766) required a change.

Level Changes

A. When a student makes a level change during the first 15 school days, the term grade will come solely from new teacher. When a student makes a level change on day 16- 45 (* see D.) inclusively, the grade will be averaged between the former and new class.

B. *Process for averaging grades within a level change:*

- The guidance counselor will send an email to the former (sending) and new (receiving) teacher, involved with the specific course level change, so the respective teachers can communicate with each other regarding grades.
- The former teacher will email the new teacher the student's grade and attendance record. The student, guidance counselor, parent and/or guardian will be copied.
- The new teacher will incorporate this information into the student's new class grade and attendance record.
- The new teacher averages the former course grades with any new course grade(s).
- No grade lower than 50 will be averaged for the first term of a course.
- The usual final semester grade calculation (Terms 1 & 3: 40% + Terms 2 & 4: 40% + Final Exam/Project: 20%) will equal the Final Semester Grade.
- The existing attendance record, including absences and skips, will follow the student to the new class.

C. The student must remain in the original course level until the level change procedures have been completed and the student receives a new schedule from the student's guidance counselor.

* D. There will be no course level changes within the last 2 weeks of Term 1, and within the last 4.5 weeks of Terms 2 and 3. There will also be no course or level changes during Term 4.

Additional Guidelines

All students must maintain a full course load of 7 classes. Seniors, in good academic standing, have the option of maintaining 6 or 7 classes.

This policy is separate and distinct from the use of the Student Request for Override of Faculty Recommendation form.

Transfer Student Policy: Transfer students will be exempt from above timelines until all teachers agree student is properly placed. The Academic Department Head, the Special Education Department Head or the Administration will approve any exceptions to this policy.

Graduation Requirements

Only students who have fully satisfied existing Natick High School graduation requirements will be allowed to participate in Graduation and Class Night exercises. There are no exceptions to this rule.

Promotion/Graduation Requirements

The Natick High School Diploma will be awarded upon:

- Successful completion of one hundred thirty (130) credits in disciplines specified below.
- A passing score on the English/Language Arts, Mathematics, and Science MCAS Tests.
- Thirty (30) hours of community service.

Total Required Credits/Subjects	Class of 2020+
To Graduate:	130 credits
English (8 semesters)	20 credits
Mathematics (8 semesters)	20 credits
Science (6 semesters)	15 credits
Social Studies (6 semesters)	15 credits: Global Awareness – 5.0 Civics – 2.5 and 1 semester any other SS course – 2.5 Or AP Government – 5.0 US History – 5.0
Foreign Language (4 semesters)	10 credits
Physical Education (4 semesters)	10 credits
Health (1 semester)	2.5 credits
Fine Arts (2 semesters)	5.0 credits
Elective Credits: May be taken from any of the curriculum areas	32.5 credits
MCAS (ELA, Math and Science)	Passing Score
Community Service	30 hours
Credits need to be promoted: To be a sophomore	32 credits
To be a junior	65 credits
To be a senior	97 credits

Courses receive 2.5 credits per semester with the exception of Jazz Ensembles and Men's Choir that receive 1.5 credits each.

Community Service

Thirty (30) hours of community service is a requirement to graduate from Natick High School. Service includes volunteering 30 hours of your time outside of school and giving back to the community. If students attend Natick High School and plan to graduate, but spend less than four years here, they are required to complete 7.5 hours of community service for each year of attendance. Community service starts in the summer before entering 9th grade, as it is a high school requirement. All volunteer work done before leaving grade 8 is not counted.

Academic Excellence Awards

Recognition is awarded at Graduation to the top 10 seniors who have earned the highest cumulative Natick High School GPA.

Miscellaneous Academic Information

Honor Roll

All courses taken by the student in a given term are considered to determine Honor Roll status. A student can have no grade below C- in any subject and must carry a minimum class load. Non-weighted grades are used to determine Honor Roll status. All courses are counted equally, and no grades are weighted.

High Honors – 3.7/4.0. Honors – 3.0/4.0

National Honor Society (Natick High School Chapter)

Membership in this organization is an honor bestowed by the faculty on juniors and seniors who meet the criteria of scholarship, character, leadership and service.

Academic qualifications are determined using a student's Natick High School GPA. The GPA requirement is determined using weighted averages for grades earned for the first four semesters of high school. All courses that meet during the school day only are included in these calculations. The academic qualification is based on a student's GPA on a 4.0 scale; the requirement is a 3.4/4.0 scale.

GPA Chart on a 4.0 Scale

Grades	AP	Level 0 Honors	Level 1/2/4
A+	5.300	4.800	4.300
A	5.000	4.500	4.000
A-	4.700	4.200	3.700
B+	4.300	3.800	3.300
B	4.000	3.500	3.000
B-	3.700	3.200	2.700
C+	3.300	2.800	2.300
C	3.000	2.500	2.000
C-	2.700	2.200	1.700
D+	2.300	1.800	1.300
D	2.000	1.500	1.000
D-	1.700	1.200	0.700
F	0	0	0

If a student has met the scholarship criteria, then they will receive a letter in the fall, inviting them to apply for admission by submitting an information packet stating how they have demonstrated the other criteria.

The information packets are reviewed by a five-member faculty council appointed by the principal. To gain acceptance, a student must receive three "yes" votes. Appeals are heard by the principal who has the

final decision on acceptance into the National Honor Society. The advisors are non-voting members of the council and sit through all the deliberations.

Students must have completed and recorded their 30 hours of community service required for graduation. In addition, the faculty council expects an additional 20 hours documented when submitting the information packet.

Leadership has been described as a process of social influence in which a person is able to organize peers/activities and inspire positive behavior in others. The faculty council seeks two examples of leadership roles in school or community when reviewing the information packets.

Members are inducted at a special ceremony after Thanksgiving each school year. Once inducted, members must attend meetings, lead and assist in service projects, maintain good academic standing, and continue to demonstrate good character traits throughout their membership. If a student does not fulfill their obligation, they are placed on warning and their membership can be revoked.

Students may run for an officer position while a member of the Honor Society. This involves additional work and meetings with the advisors. A complete set of the bylaws is available from the advisor.

Summer School

Students cannot take classes in summer school for original credit. Courses vary due to availability of teachers. Students from other schools are welcome to attend NHS summer school. Additional information is available through our website.

Withdrawals

Students who are transferring to another school system should report to the Guidance Office for a Release of Records Form. Students who are leaving school for other reasons should see their guidance counselor to provide written and/or oral communication between the school and home, and for processing the withdrawal form.

Biology Classes Dissections

High School biology classes may conduct dissections or demonstrate dissection as part of the curriculum. Alternatives to dissection are available. Students and parents should contact their teacher for more information.

Make-up / Extra Help

Each student must assume responsibility for work and assignments missed because of absences from class regardless of the reason. Teachers are available for make-up work or individual help at the close of school Monday through Thursday, in the morning before school at the teacher's discretion or during the Common Directed Study time.

Parental Notification Relative to Sex Education

In accordance with General Laws Chapter 71, Section 32A, the Natick School Committee has adopted this policy on the rights of parents and guardians of our students in relation to curriculum that primarily involves human sexual education or human sexuality issues.

At the beginning of each school year, all parents/guardians of students in our schools will be notified in writing of the courses and curriculum we offer that primarily involve human sexual or human sexuality issues. The superintendent of schools will determine the administrator(s) responsible for sending the notice(s). Parents/guardians of students who enroll in school after the start of the school year will be given the written notice at the time of enrollment. If planned curricula changes during the school year, to the extent practicable, parents/guardians will be notified of this fact in a timely manner before implementation.

Each such notice to parents/guardians will include a brief description of the curriculum covered by this policy, and will inform parents/guardians that they may:

1. Exempt their child from any portion of the curriculum that primarily involves human sexual education or human sexual issues, without penalty to the student, by sending a letter to the school principal requesting an exemption. Any student who is exempted by request of the parent/guardian under this policy may be given an alternative assignment.
2. Inspect and review program instruction materials for these curricula, which will be made reasonably accessible to parents/guardians and others to the extent practicable. Parents/guardians may arrange with the principal to review the materials at the school and may also review them at other locations that may be determined by the superintendent of schools.

A parent/guardian who is dissatisfied with a decision of the principal concerning notice, access to instructional materials, or exemption for the student under this policy may send a written request to the superintendent for review of the issue. The superintendent or designee will review the issue and give the parent/guardian a timely written decision, preferably within two weeks of the request. A parent/guardian who is dissatisfied with the superintendent's decision may send a written request to the School Committee for review of the issue. The School Committee will review the issue and give the parent/guardian a timely written decision, preferably within four weeks of the request. A parent/guardian who is still dissatisfied after this process may send a written request to the Commissioner of Education for review of the issue in the dispute.

The Superintendent of Schools will distribute a copy of this policy to each Principal by September 1 of each school year.



Student Records

Summary of Regulations - Pertaining to Student Records

The Student Record Regulations adopted by the Board of Education apply to all public elementary and secondary schools in Massachusetts. The regulations are designed to insure parents' and students' rights of confidentiality, inspection, amendment, and destruction of student records, and to assist school authorities in carrying out their responsibilities under state and federal law. The regulations apply to all information kept by a school or school district on a student in a way that the student may be individually identified. The regulations divide the record into two parts: the transcript and the temporary record. The transcript includes only the minimum information necessary to reflect the student's educational progress. This information includes name, address (for student and parent), course titles, grades, credits, and grade level completed. The transcript is kept by the school district for at least sixty years after the student leaves the system. The temporary record contains the majority of the information maintained by the school about the student. This may include IEPs, including assessments, evaluations, test results, class rank; school-sponsored extracurricular activities; evaluations and comments by teachers, counselors, and other persons; disciplinary records; etc. The temporary record is given to the students upon graduation.

When a student officially withdraws from Natick High School a transcript and school records will be sent to the receiving school with parent permission. The transcript will be handed to the student if no receiving school name is given.

The permanent record card (Guidance Office) contains the student's name, address, telephone number and birth date; the name, address, and telephone number of his/her parents or guardian; course titles; grades (or the equivalent when grades are not applicable); grade level completed, and the year completed.

The transcript folder (Guidance Office) contains college/career information. This folder is given to the student upon graduation. Access to the previous mentioned records by the individual student and/or his/her parents should be arranged through the Guidance Office.

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

Amendment of Records

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

Confidentiality of Records

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

Family Education Rights and Privacy Act (FERPA)

Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the Natick Public Schools, with certain exceptions, obtain a parent's written consent prior to the disclosure of personally identifiable information from his/her child's education records. However, the Natick Public Schools may disclose appropriately designated "directory information" without written consent, unless the parent(s) has advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Natick Public Schools to include this type of information from your child's education records in certain school publications. Examples include:

- a playbill, showing the student's role in a drama production
- the annual yearbook
- honor roll or other recognition lists
- graduation programs
- sport activity sheets, e.g., wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEDs) receiving assistance under Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings—unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.*

If the parent does not want the Natick Public Schools to disclose directory information from his/her child's education records without your prior written consent, the parent must notify the district in writing.

* These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-108), the legislation that provides funding for the Nation's armed forces.

Inspection of Records

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

Discipline in Student Records

Student disciplinary information shall be maintained in the student's record in accordance with state and federal laws and regulations and will subsequently be removed upon graduation.

Although a student's discipline record is not part of the transcript, colleges may ask students to disclose discipline violations they have accumulated during their high school career.

Translation of Documents

At the request of a parent or student whose primary language is not English, important documents i.e. handbooks, medical documents, program recruitment, etc. will be translated for families upon request. The district has established a system of oral interpretation to assist parents/guardians with limited English skills.



Student Services

ACT Team

A formalized ACT Team process as mandated by Chapter 766, the Special Education Law, is in place. Prior to referral of a student for an evaluation (under special education) all efforts shall be made to meet such student's needs within the context of the services that are part of a regular education program. In addition, all efforts shall be made to modify the regular education program to meet such needs. Such efforts and their results shall be documented and placed in the student's record.

Guidance Services

The guidance counselor's goal is to assist in every way possible throughout high school. Counseling and guidance services are provided for students in such areas as personal problems, testing, financial aid assistance, career planning, planning for study beyond high school, course selection and adjustment, securing employment, and the armed forces. Each student will have the same counselor for four years. However, students may also feel free to consult with any other counselors in the department. Counselors work with students in small groups during their guidance seminars, meeting once per cycle with freshmen and seniors first semester, and with sophomores and juniors second semester. Students are encouraged to see their counselor when they have questions or need assistance. Parents are also urged to contact and meet with the counselors. Support Services working closely with Guidance are Special Education, Summer School, and the Northstar Program.

Independent Study

Independent Study is provided for students to gain credit through independent and directed studies outside of the regular classroom. With the help of a faculty sponsor any student may apply for credit through the Guidance Office and the student's vice principal. Such studies may involve advanced programs not offered in the curriculum, outside learning programs at schools and colleges, and individual projects initiated by a student. Students must obtain and fill out a request form through the Guidance Office prior to the start of the course. No credit will be given without prior approval from the student's vice principal.

Library/Media Center

The library is available for students as a place to have access to all forms of information: databases, online resources, books, magazines, newspapers, and eSources. Students are encouraged to use the library for research and recreational reading. The library has several research subscription databases available for students' use. Most of these databases have home access available. Check with the librarians for directions.

Students assigned to a directed study, who wish to use the library during study, must sign up for a library pass before school in the library. Students will then report directly and promptly to the library for their assigned study. If students don't have time to sign up before school, report directly to the library for directed study and for a pass if any are still available. No late arrivals will be admitted without a tardy pass. No passes are needed for students on senior and junior privilege. Students are expected to do their work and adhere to the behavior policies posted in the library, being considerate of their fellow students to maintain a comfortable atmosphere for study. No food or drink is allowed at any time in the library.

All freshmen English classes will receive a brief orientation regarding the library resources. For students who like to read, there is a book club called "Students as Readers." Students select the titles to read and a lively discussion usually ensues at the monthly meeting.

Physical Education (PE)/Health

Each student at Natick High School is required, to participate and earn credit in Physical Education/Health classes.

- PE must be taken 1 semester each year.
- Parental requests (written) for PE excuses during a school day will be handled by the Health Clinic. Students with an excused note will not be allowed to participate in athletic practices/games that same day.
- Any PE excuse notes in excess of a school day must be in the form of a note signed by a physician. Students will be expected to participate in the academic component of the course unless the department head approves a waiver.
- Transfer students will be required to participate in Physical Education classes in accordance with their date of enrollment.

Youth Drug and Alcohol Education Program

The Youth Drug and Alcohol Education Program is for students who have violated the school policy concerning possession and/or use of alcohol or drugs. Students who violate the policy will be encouraged to participate in this program, which consists of five meetings, each lasting 45-60 minutes. Parent participation is an important aspect of this program. Successful completion of the program can result in a reduction in the disciplinary penalty given for violating the school policy.



Health Services

The goal of Health Services is to enable our students to reach their highest potential by promoting an optimum state of health through professional support and practice in health services, health counseling and health education. Registered nurses are available in the Health Clinic to assess illness and/or injury, to administer medications/treatments, for emergency care and to provide health counseling and education. The clinic is located on the first floor in the Main Hallway.

Clinic Visits

Students who need to access the clinic must first obtain a pass from the classroom/study teacher. Students in lunch may come directly without a pass. In the event of an emergency any student can access the clinic. In the event of an injury, the student will remain at the school if possible, until parents or an emergency person is contacted and arrives. In the event of a 911 emergency, an ambulance will be called and the student, accompanied by a staff member, will be transported to the hospital. Every attempt will be made to reach a parent/guardian. It is imperative that we have an updated emergency form on file.

Medical Dismissals

1. The nurse will assess the student.
2. The nurse will reach a parent/guardian or emergency contact person on all students regardless of their age prior to dismissal.
3. A dismissal slip will be completed by the nurse and handed in to the Main Office by the student before he/she leaves school.

Excusal from Gym

An excuse from physical education for one day requires a note from home or from the nurse. For more than one day, an excuse from gym requires a note from a physician. Bring the note to the Main Office and a copy of it will be made for the physical education staff, nurse, and guidance counselor. It is expected that the student attend PE class and be responsible for the academic component of the class unless the Department Head approves a waiver.

Mandatory Health Screening Programs

1. Physical Examination – Grade 10- Due at the beginning of the school year
2. Vision Testing – Done annually for Grade 10
3. Hearing Testing – Done annually for Grade 10
4. Postural Screening – Done annually for Grade 9
5. Height, Weight, BMI – Done annually for Grade 10

A notice will be sent to parents of students who fail any of the screenings so appropriate care can be started. A parent/guardian must provide documentation to the nurse that follow-up care has been initiated. The parent/guardian will receive confidential notification of their child's BMI per the state mandate. Health services encompass a wide range of services for students and staff; such as first aid, medications, nursing procedures, screenings and emergency care, illness screening and surveillance. Health education and health counseling are done on an individual basis.

Athletic Physicals

State mandates require all interscholastic student athletes (grades 7-12) to have a copy of an up-to-date physical exam (within the last 12 months) on file in the Health Clinic **prior** to participating in tryouts.

Immunization Policy

Students entering NPS for the first time, whether at pre-school, kindergarten or through transfer from another system, are required to present a physician's certificate or a certificate from the Board of Health attesting to immunizations against diphtheria, tetanus, pertussis, polio, measles, mumps, rubella, Hepatitis B and Hemophilus influenza type B, Varicella and other communicable diseases as specified by the Massachusetts Department of Public Health. **Students will be excluded from school if immunizations are not up-to-date.** Exemptions to these regulations will be made for medical and religious reasons upon receipt of documentation from a physician for medical reasons or from the parent/guardian for religious reasons.

Medication Policy

1. Two forms, "*Physicians Authorization for Dispensing Medication*" and the parent "*Authorization for Dispensing Medications*" must be completed prior to a student receiving medications in school. Both forms can be downloaded from the NPS website health section and are available in the Health Clinic.
2. The parent/guardian is responsible to deliver medication to the clinic and to retrieve it whenever necessary or at the end of the school year. Students are not allowed to transport any medication including over-the-counter medicines.
3. The only exceptions are: students at NHS and the middle schools are allowed to carry their own EpiPen, diabetic supplies/insulin, pancreatic enzymes and/or inhalers provided that the two completed authorization forms are on file.
4. All medication must be in a pharmacy-labeled container with the following information:
 - Name of student
 - Name of medication
 - Dosage
 - Route: how administered
 - Time of administration in school/how often it is to be administered
 - Name of physician or licensed prescriber
 - Date of prescription

5. Over-the-counter medication must be delivered to the nurse in its original package. The physician and parent "*Authorization for Dispensing Medication*" forms must be completed and on file with the nurse. Students cannot carry medications, even over-the-counter medication such as Tylenol. The school nurse **must** handle all medication except those listed above.
6. Any student with a known severe allergic reaction requiring emergency administration of epinephrine must have an EpiPen either carried by the student or in the Health Clinic or preferably both, as well the two "*Authorization for Dispensing Medication*" forms on file in the clinic.

Pregnancy

A pregnant student is encouraged to attend school during her pregnancy in accordance with her doctor's advice. Reasonable accommodations will be given to assist her in taking advantage of educational programs. Tutoring services will be offered to the student while she is under extended doctor-directed absences.

Fragrance Policy

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



Student Activities Information

Numerous activities are organized as an integral part of the total NHS educational program. Students are encouraged to participate in an area(s) of interest to enrich their educational experience at Natick High School.

Student Eligibility

Natick High School requires that students receive at least a minimum passing grade of D- at the close of a term or a semester the marking period (end of each marking quarter) prior to the beginning of a season and during said season.

Athletic eligibility is governed by the rules of the Massachusetts Interscholastic Athletic Association (MIAA) and Natick High School as supplemented herein:

See below for academic eligibility requirements for participation by term end.

1st Term

- All 10th-12th grade students must pass all classes.
- All 9th grade students must pass 4 classes to equal a minimum of 10 credits for 1st term. Only one Skills Development class (2.5 credits) may be counted in the minimum 10.0 credits. 9th grade 1st term exception below.

** All 9th grade students (for the 1st term only) will be required to meet the MIAA Minimum Academic Standard for Athletic Eligibility;*

*** Students must pass 4 classes to equal a minimum of 10 credits. Only one Skills Development class (2.5 credits) may be counted in the minimum 10.0 credits. This is done to allow incoming freshmen the duration of the 1st term to acclimate to the academic expectations of Natick High School.*

2nd Term

- All students must earn credit for all classes taken in semester 1 AND each student must also pass the equivalent of four traditional yearlong major English courses in Q2 as stated in MIAA rule 58.1.

3rd Term

- All students must pass all classes.

4th Term

- All students must earn credit for all classes taken in semester 2. Students may take summer school classes to earn semester 2 credits.

*** Natick HS has a higher academic eligibility requirement than the MIAA. During Term 2 and Term 4, Natick High School's academic eligibility rule states that all credits have to be earned for the semester. In addition, **MIAA Rule 58 – Student Eligibility: Academic Requirements** applies and is the minimum academic standard that must be adhered to as explained below from the MIAA Handbook:*

58.1 A student must secure during the last marking period preceding the contest (e.g. second quarter marks and not semester grades determine third quarter eligibility) a passing grade, and full credit, in the equivalent of four traditional yearlong major English courses. A transfer student may not gain academic eligibility if he/she was not, or would not be, eligible at the sending school, unless transfer was necessitated by a move of parents and then eligibility would be determined by receiving school's eligibility standards. (see Rule 57.7.1)

Students will have twelve (12) sport seasons of participation and will not be eligible for an interscholastic sport should his/her 19th birthday fall before the first of September of a given school year. Students involved in sports activities (in season and outside high school jurisdiction) should check with the Athletic Director concerning eligibility status.



Student Extracurricular (Non-Athletic) Activities Information

Rules governing participation in these activities will be the same as Athletic Eligibility and have the same Attendance Requirements.

Class Dues

There is a one-time responsibility for each Natick High School student to pay class dues of \$100.00. Students who fail to pay their class dues will not be eligible to participate in class activities.

Class Treasury

Classes may collect dues and conduct approved fundraisers.

Clubs, Activities, and Organizations

Please note that some clubs may not run every year. Some clubs (non-service) incur a \$50 one-time fee.

Class Officers and Executive Boards: any officer who has been removed because of failure to meet the eligibility and/or attendance requirements will be removed from office until the next general election. Said position will be filled in the following manner - the Vice President will fill the Office of President; all other positions will be filled upon the recommendation and vote of the Class Executive Board and/or organization. All class elections and at-large elections for Student Council will be run by the Social Studies Department. Eligibility to be a candidate in either organization will be the same as for any other extracurricular activity. Freshmen elections will be held in the first quarter of the school year, usually in September.

Please note that there is an admission procedure for National Honor Society, Students Against Destructive Decisions (SADD), and some Choral groups.

Extracurricular activities or clubs sponsored by the school do not exclude students on the basis of race, sex, color, religion, national origin, sexual orientation, gender identity, disability, or homelessness.

Student attendance at any school-sponsored activity is a privilege and may be denied by the administration for serious violation of school rules.



General School Policies and Procedures

Academic Integrity Policy

Academic integrity requires that no student will attempt to gain an academic advantage by inappropriate sharing of information (cheating), by taking credit for work that is not his/her own (plagiarism) or by resubmitting his/her own essay, project or assessment multiple times for credit (i.e. handing in essay to 11th grade teacher a student first wrote in 9th grade).

Violations of academic integrity involve the sharing of information, use of information, or presentation of work or information that is not truly reflective of the student's own work that would result in an academic advantage such as on a test, quiz, or written assignment. This includes, but is not limited to, the use of unauthorized notes or tests and the sharing of information, through any means, of the content of a test, quiz, or written assignment such as a laboratory report or term paper.

Plagiarism involves presenting as one's own, the words, thoughts, ideas, or work of another. This may include, but is not limited to, copying or paraphrasing the words, expressions, or ideas from another source without giving proper credit. The source could be a text, the Internet, or the work of another student. In order to avoid plagiarism, students must give proper credit to all sources.

It can also be considered a violation of academic integrity to hand in one's own work on (i.e. essay, project, etc.) multiple times, for multiple classes, through the course of one's high school career. Students are expected to maintain their academic integrity at all times and in all of their work. Prior to turning in an assignment, whether it a test, report, or other work, students should be able to acknowledge that they have neither given nor received help on the assignment and that the work is of their own creation.

The use of computer applications that detect plagiarism such as "Turnitin" may be used by staff to monitor student work at any time during the school year.

If a student has violated his/her academic integrity the following consequences will follow for each type of violation:

Academic Integrity Violation: Homework/Classwork *homework, individual classwork*

Teacher-Assigned Consequences

- Speak with student, call parents, notify guidance (*department head or vice principal may assist*)
- Document in PowerSchool
- Zero on assignment

Administrative Consequences

Minimum of a 4:10 PM detention and potential escalating consequences, depending on frequency and severity of infraction, including multiple detentions, 5:00 detentions, suspensions.

Academic Integrity Violation: Assessments

test, paper, project, lab report, quiz/quest, midterm, final exam, etc.

Teacher-Assigned Consequences

- Speak with student, call parents, notify guidance (*department head or vice principal may assist*)
- Document in PowerSchool
- Retake for 60% credit (*e.g. if student scores 85 on retake of a 100-point assessment, 60% credit results in a 51*)

Administrative Consequences

Minimum of a 4:10PM detention and potential escalating consequences, depending on frequency and severity of infraction, including multiple detentions, 5:00 detentions, suspensions.

Additional penalties may include, but are not limited to, removal from or prevention from installation to the National Honor Society based on National Honor Society procedures. PowerSchool records concerning academic integrity violations will be made available to National Honor Society advisors.

Bus Conduct Policy

Students in grades K-12 living in excess of two miles of their districted school will receive a town-paid bus pass (state mandated). See the eligible street listing on our website. All other K-12 students (those within two miles) have the option to purchase a bus pass to their districted school for a fee of \$200 each with a family unit cap of \$400.00. All students (town-paid or fee-based) must register to receive their passes.

Please note: there are deadlines that must be met for registration and payment. Behavior on buses must be exemplary for reasons of safety and the personal comfort of others.

Authorized bus stops will be located at designated areas, accessible to students from surrounding neighborhoods. Students will be required to board at common bus stops. The maximum distance to a bus stop by state law is one mile. Door-to-door bus services is not provided, and buses will not be allowed to enter cul-de-sac areas. Bus stops may only change as deemed necessary and authorized by the School Department. Students are to ride only the buses to which they are assigned.

Once a child boards the bus, and only at that time does he or she become the responsibility of the school district. Such responsibility shall end when the child is delivered to the regular bus stop at the close of the school day. The parent/guardian is responsible for the behavior and safety of the student between the residence and the designated bus stop, while waiting at the bus stop, and at the afternoon drop-off.

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

First Offense – A letter and the Bus Conduct Form, or phone call, shall be sent from the principal of the school or transportation coordinator to the student's parents/guardians.

Second Offense – Bus privileges may be revoked for a two-week period and parents shall be notified by the principal.

Third Offense – Transportation privileges may be taken away from the student for the remainder of the school year, and parents shall be notified of the offense.

Bus Conduct Rules

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 Natick Public Schools and we reserve the right to take whatever action is necessary to maintain a high level of safety. The right of a pupil to school bus transportation is a qualified right, dependent on good behavior. In cases where a pupil seriously or continuously misbehaves, parents will be notified by the principal or designee of the school to which the pupil 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 pupil's conduct jeopardizes the safety and well-being of other students, based upon the assessment of the driver, that pupil may be immediately excluded from the bus. **Pupils who ride a school bus are expected to be familiar with the following:**

1. Pupils shall stand on the sidewalk or another designated place while waiting for the school bus. They shall respect other people's property, respect the right of other people to pass on the sidewalk and display manners that indicate consideration and safety for others.
2. Pupils shall never approach a school bus until it has completely stopped, and the door is opened. In boarding the bus, they should proceed in an orderly manner, single file. Younger students should board and alight first from the bus.
3. **Students shall remain seated at all times.** Pupils shall not open windows without permission; not throw anything out of the window; not put hands, arms, or any parts of the body out of the window at any time. The rear exit emergency door shall not be opened unless there is an emergency or directed by the driver.
4. In crossing the roadway after alighting from the bus, cross only in front of the bus when the blinking lights are on and the stop sign is extended. Pass at least 10 feet in front of the bus and look for traffic in both directions before crossing the roadway. Never run beside a bus, chase after a bus, or pick up anything that has fallen near the wheels of a bus.
5. The bus driver has full authority as well as responsibility for control of the pupil while on the bus. Pupils should not annoy the driver or distract his/her attention from driving. Drivers should be treated with courtesy and respect at all times.
6. There shall be no pushing, striking or general fooling. Pupils are not allowed to use profane or abusive language. Pupils who witness the destruction of property have a responsibility to report such misbehavior to the driver or school authorities.
7. All eligible and fee-based students will be issued a bus pass that they must show to the driver each day upon entering the bus. The pass entitles students a school bus ride to and from school. *Students are to ride only the bus to which they are assigned.*
8. A student who allows another student to use his/her bus pass or sells his/her bus pass is subject to having the bus pass privileges revoked. Unauthorized duplication of a bus pass may result in loss of bus riding privileges.
9. Under no circumstances should drugs, alcohol or related items, firearms, explosives, knives or weapons be brought onto a school bus. **Do not bring large art projects or instruments (ex. cello), animals, pets, or large objects on the school bus.** Lunch boxes, smaller musical instruments and small athletic

equipment (those which can easily be transported on a student's lap or under the seat) must be kept out of the aisle.

10. Vandalism, destruction or defacing of property will not be tolerated.

11. **There is no smoking, eating, or drinking on the school bus.** The bus must be kept neat and litter-free.

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

Travel by Bus for School Activities

Students travelling on a school bus for a school-sponsored activity must return by school bus.

Exceptions may be made in writing to the advisor who will determine the outcome.

Late Buses

There will be two late buses leaving at 3:25 p.m. every day except Friday. The METCO late bus will be provided, and a schedule will be provided to METCO students annually.

Cafeteria Use Policy

Students will attend lunch only during their assigned lunch block. Thoughtfulness and consideration of others is essential. To ensure that students will have a clean place at which to eat, all students are responsible for the cleanliness of their area after their lunch. Students must clean tables after finishing their lunch.

No food or drink except bottled water is permitted outside the cafeteria unless approved by the administration.

The cleanliness of the table and floor area underneath is the responsibility of all students. A faculty member may ask any student(s) at a particular table to help with clean up. This is a group responsibility. Failure to cooperate will result in disciplinary action.

Cell Phone (and Other Electronic Devices) Policy

Natick Public Schools promotes the use of technology as an effective environment for learning. However, given the degree to which unregulated use of cell phones and other personal electronic devices may interfere with teaching and learning the following regulations will apply.

- Cell phones and personal electronic devices, other than a student's assigned laptop, must be turned off and must not be visible in the classroom during the class periods. The same materials must be turned off and not visible in all bathrooms during the school day. Cell phones may be used in the dining hall, courtyard, library, and hallways.
- Electronic devices necessary for a specific educational purpose and/or individual student need may be used in class with the approval of the supervising teacher/staff member. Laptops may be used at the

student's discretion during directed studies. However, students listening to audio must wear headphones and not disturb others.

It is the expectation of the school administration that all students will comply with these guidelines and only use school-issued laptops on school property. **Students not adhering to guidelines of this policy will be subject to consequences outlined in the Student Handbook.**

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

Detention Policy

Natick High School expects that when a student is scheduled for detention as a disciplinary action, the student will serve the detention on the assigned day. Work, personal schedules, and team participation in practices and/or games are not an excuse to miss detention.

Field Trip Policy

Each year students have the opportunity to participate in a number of school-sponsored field trips, including visits to business firms, industrial complexes, museums, social agencies and institutions, and conservation areas. Signed parental permission will be needed for student participation. Students having poor academic and/or disciplinary standing may be denied the privilege of participation. Students are advised that the discipline code will be enforced for all field trips sponsored by the school -- whether in-state, out-of-state, or out-of-country.

Students involved in **non-school sponsored** field trips such as tours or ski trips are advised that the school is not responsible for accidents or conduct of the group.

Fire Drill Protocols

Fire drills are required by law at regular intervals and are an important safety precaution. The signal will be the ringing of the regular fire alarm and it is essential that everyone clear the building by the prescribed route as quickly, quietly, and as orderly as possible. Fire exits and procedures will be posted in rooms and designated areas. Please note the following:

1. If the fire alarm rings during a passing period, go down the nearest EXIT stairway and/or out the nearest outside door. It is the same procedure regarding hearing a fire alarm when in the restrooms.
2. The first students who reach the outside door should hold these doors open until all students have exited.
3. All students should remain at least 50 feet away from the building and off the roads and driveways.
4. All students must stand 50 feet from any hydrant or fire truck.
5. All students will return inside the building when the Fire Department allows re-entry.

Gifts to Staff Members Policy

There is a state law requiring all Massachusetts public employees to receive a copy of conflict of interest regulations and to receive mandatory training on this topic and most importantly follow the law. It is important that our employees comply with their legal responsibilities. The purpose of the law and accompanying regulations is to avoid any perception that a public employee might display some type of favoritism due to the influence of a gift. While parents often give gifts to teachers and assistants at holiday time and/or the end of the year as an expression of gratitude for their hard work, parents who choose to do so should adhere to the following guidelines in order to avoid putting educators in an awkward position:

Massachusetts General Law Chapter 268A and State Ethics Commission rules prohibit all public employees from receiving personal gifts of "substantial value," which according to the regulations is \$50 or more. This includes meals, tickets, services rendered, holiday gifts, etc.

The Ethics Commission recently created an exemption to permit class gifts to teachers. A teacher may accept a gift, or several gifts during the school year, from public school students and/or their parents and guardians, with an aggregated value of up to \$150, if the gift is identified only as being from the class, and the identity of the givers and the individual amounts given are not identified to the recipient. Gifts received pursuant to this exemption are not required to be disclosed.

- The law and regulations apply to any *single, personal* gift to a public employee from an individual or group. An employee may accept multiple gifts from different parties as long as each individual gift complies with the regulations.
- Contributions for educational supplies, the purchasing of books or curriculum materials for the classroom, or a donation to a PTO or organization such as the Natick Education Foundation in the educator's name are not subject to the limit.

Natick families traditionally have been generous to our educators, and the School Department appreciates all of the time, effort, and financial support that families provide. Please follow the guidelines so that educators do not need to politely decline a gesture of appreciation. Questions about the law and regulations should be directed to the principal.

Homework Policy

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

Teacher Responsibilities:

1. Assign homework that is meaningful and useful;
2. Allow time for students' questions to clarify directions;
3. Respond to each assignment by a grade and/or a comment within a reasonable length of time;
4. Provide opportunities for both short-term and long-term assignments;
5. Monitor long-term assignments in order to avoid last-minute student efforts;
6. Limit assigning homework over school vacations;

7. Inform parents of their role in supervising homework;
8. Communicate with pupil and parent when problems arise.

Student Responsibilities:

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

Parent Responsibilities:

1. Provide a suitable place for study;
2. Establish a consistent study time;
3. Check student assignment notebook;
4. Oversee long-term assignments and assist student in learning to budget time accordingly;
5. Encourage student to accept responsibility for completing homework assignments;
6. Assist with - but do not do - the work;
7. Recognize that homework is not limited to written assignments, but includes studying, reading, and/or researching.

Time Allotments: Expectations are clearly defined within each department and time requirements vary from course to course. Teachers will inform students of required homework policy. Homework, an integral part of the high school curriculum, is averaged into the term grade. The stated high school policy for each individual course is available for parents through the department heads.

Identification (ID) Cards

All students must have a school picture ID taken. All students will be issued an ID card at no charge the first time. However, students whose cards are lost, stolen, defaced (not legible) or mutilated (not legible), will be required to have another card made. There will be a charge (each time) to the student of five dollars (\$5.00).

All students will be required to carry the ID card on his/her person while in school. Failure to do so and/or failure to produce the card on request of staff member can result in disciplinary action.

Lockers

1. All locker doors should be shut and locked securely after locker has been used.
2. The Main Office should be notified promptly concerning locker combination problems or mechanical/structural problems.
3. Keep locker combination secret.
4. The school is not responsible for lost or stolen items.

Interrogation by Police in School-Related Matters

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

Passes

No student should be in the corridors or rest rooms during class time without a pass.

Personal Messages

Please refrain from texting/calling students during the school day for non-emergency issues. Contact the Main Office for help.

Restrooms

Students may not congregate in the restrooms for any reason. Only one student is permitted in any restroom stall at any time. In the gender-neutral restrooms only one student may be in the single-person restroom at any time. Phones may not be visible in any restroom and may not be used for any reason, including texting, talking or taking photos. Failure to comply with these expectations can lead to consequences up to and including suspension.

School Books and Equipment

A student is responsible for all books and equipment, including music and musical instruments issued to him/her. If the item(s) issued to the student is stolen, misplaced, or damaged, the student will be required to pay for said item(s). Charges will be based on the age and condition of the lost or damaged book or piece of equipment. If a student refuses to pay for lost or damaged books or equipment, a note is attached to the student's permanent record. Any request for a student's transcript for college or employment would be held until receipt of such payment.

School Cancellation Policy

It is the policy of the School Committee to keep school open every school day. However, when necessary, because of extreme weather conditions or emergency, school may not be in session on a given day. During inclement weather, the superintendent must decide before 5:30 am whether conditions will permit the opening of schools. This situation requires an understanding of and appreciation for the current and prospective weather conditions at that moment and the ability of the Department of Public Works to respond to these conditions within a relatively short period of time. Therefore, the following plan will be utilized:

- A. If the conditions are such that the DPW cannot handle the storm, school will be cancelled. A recorded phone message will be sent to each family's primary phone contact. In addition, announcements will be

carried starting at 6:00 am by radio stations WBUR (FM 90.9), WBZ (AM 103.0), WRKO (AM 68.0), by television stations Channel 4, 5, 7, Fox 25, CW56.

A message will be displayed on the Natick Public Schools Website as well as a recorded message on the "School Closing Line" (508) 647-6515. The following websites may also list school closings:

- www.myfoxboston.com www.thebostonchannel.com
- www.schoolclosings.com
- www.wbzclosing.com

B. If conditions are such that the DPW needs extra time to plow the roads or sand the streets, the school day will be shortened. Under this alternative plan, the opening of school and **all bus pickups will be delayed two hours**. The High School will open at 9:30 am. **The same radio and television stations will specifically announce:** "Two-Hour Delayed Opening for All Public Schools in Natick."

On a Two-Hour Delay day, schools will dismiss at their regular times. Lunch will be served at the regular times in the cafeterias of each building.

Parents should **not** attempt to send their children to school early on Two-Hour Delay days since the school lots may not be plowed nor, will staff be available.

Statement of Dress

Students are allowed to wear clothing of their choice that is comfortable and expresses their self-identified gender or religion without fear of discipline or discrimination. Hats and hoodies are allowed to be worn; but must be removed in the classroom if that is the teacher's expectation.

Student attire should ensure the health and safety of the individual students and should maintain a safe learning environment in classes where protective or supportive clothing is needed, such as chemistry/biology (eye or body protection) or Physical Education (athletic attire/sneakers).

Students may not wear attire with images or language that depict or express violence, drugs, alcohol, hate speech, profanity, pornography, illegal items or activities, or anything that creates a hostile or intimidating environment based on a protected class. Helmets or headgear that obscure the face are also not permitted attire.

Clothing must be worn in a manner such that a student's private areas are covered with opaque material.

The administration reserves the right to make decisions of appropriateness and request students to change their clothing.

Student Motor Vehicle Regulations and Parking

Every student driving to NHS must register his/her car with the Main Office and place a registered parking sticker on the rear car window for identification purposes.

Please note the following basics concerning automobile use at Natick High School:

- “**Seniors Only**” parking is designated at the lot next to the DPW gas tanks by Memorial Field. Senior parking is open to seniors on a daily first-come, first-to-park system. Once the senior lot is filled to capacity, all other seniors must park at the Mahan Field lot.
- **ALL junior and sophomore** parking is located at Mahan Field on a first-come, first-served basis.
- Speed limit in parking areas is 5 m.p.h.
- No student parking will be permitted in the following areas: West Street, Oakland Street, Maple Avenue, Campus Drive. Natick Police will take notice and action.
- Without written consent of administration, students may not park anywhere near the school building between 6:00 am and 2:17 pm on any school day.

Students violating any of these parking regulations will be subject to disciplinary action, which may include immediate loss of privileges and suspension from school.

Test Policy

A student will not be required to take more than 2 tests in one day. A student who has 3 or more tests, may postpone taking the additional test(s) for 48 hours of the scheduled time. Students may not postpone a test in the same class twice in a row.

In addition, when a student is assigned a paper and has been given fewer than 5 days to complete, the student will be given 1 additional day to submit the paper if it is due the same day as 2 tests and carries the same weight as a test. In this case, the exemption is the paper and must follow the same procedure as having 3 or more tests. Teachers must announce the date of a test at least 3 days in advance of the test.

Procedure will be as follows:

When a student discovers that he/she has more than 2 tests, the student will notify the teachers involved in the **same** email, explaining which test he/she will take and which day he/she would like to make up the test(s) they have opted not to take. The teacher must agree on the date and time of the make-up. Students must make-up the test within 2 school days. Students must notify all teachers 2 days in advance of the scheduled date.

Note: If there is more than one student that needs to make-up the test, all efforts should be made to take the make-up at a mutually agreed upon time by students and teacher.

Video Recording Policy

Surveillance cameras (without audio recordings) are in use at Natick High School and on school buses to promote safety and to encourage reasonable orderliness in school, on school property, at school functions, and on school buses. Any person entering Natick High School, on school property, at a school function, or riding a school bus is subject to being recorded. Law enforcement personnel may view and/or request these recordings.

Visitors

Students may request permission from the school administration to have a student visitor to NHS. Visitors should be high school age students and have an educational reason for the visit. The visitor must not be truant from their own schools and must abide by our rules and regulations. Forty-eight (48) hour notice must be given to the Main Office and approval received from an administrator. Students then must gain permission from each teacher using the Student Visitor Form. All visitors are to report to the Main Office. Students should not plan to bring younger brothers or sisters or pets to school for babysitting. Friends or relatives on break from other area schools should not request a visit.

Work Permits

State and Federal Law requires that any person under the age of eighteen (18) years who is gainfully employed must obtain a work permit. Applications are available in the Main Office and will be processed within 24 hours.

Student Data Privacy Policy

I. OBJECTIVE:

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

II. PURPOSE:

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

For purposes of this DPP, “personally identifiable information” (“PII”) for students is defined as any information that is not directly listed as directory information and whereby a “reasonable person in the school community” who does not have personal knowledge of the relevant circumstances could identify the student. It includes direct identifiers (such as a student’s or other family member’s name, or student id number) and indirect identifiers (such as a student’s date of birth, place of birth, or mother’s maiden name). It includes all information, including recording and computer tapes, microfilm, microfiche, or any other materials regardless of physical form or characteristics concerning a student that is organized on the basis of the student’s name or in a way that such student may be individually identified. Protecting students’ PII is to comply with our obligations under the Federal Educational Rights and Privacy Act (“FERPA”) at 20 U.S.C. 1232g and 34 CFR Part 99, Children’s Online Privacy Protection Act (“COPPA”), 15 U.S.C. 6501-6502; Protection of Pupil Rights Amendment (“PPRA”) 20 U.S.C. 1232h; the Individuals with Disabilities Education Act (“IDEA”), 20 U.S.C. §§ 1400 et. seq. and several Massachusetts student privacy laws, including Massachusetts student record regulations, 603 C.M.R. 23.00, Massachusetts General Law, Chapter 71, Sections 34D to 34H and 603 CMR 28.00.

III. INFORMATION WE COLLECT:

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

Information Required for Student Enrollment

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

Information Created once a Student is Enrolled in School

- Student ID Number
- Student Email Address

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

Other Information that is Collected

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

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

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

Tracking of School-Owned Devices: All school-owned devices have location tracking enabled so the device can be found if reported lost or stolen, needs to be audited, or requires a Software update to perform at the level needed. Location is limited to the last known location.

IV. HOW WE USE INFORMATION

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

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

V. HOW WE SHARE INFORMATION

We share PII with school administrators, teachers, counselors and other professionals who are employed by the school committee or who are providing services to the student under an agreement with the school district, and who are working directly with the student in an administrative, teaching, counseling, and/or

diagnostic capacity. Any such personnel who are not employed directly by the school committee shall have access only to the student record information that is required for them to perform their duties.

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

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

- Follow all local and federal laws protecting students' rights for data privacy - FERPA, CIPA, COPPA, and PPRA and state law.
- Ensure the school district retains ownership of all student data regardless of where the data resides.
- Provide the school district notification of a data breach, if one should occur, within a specific time frame.
- Not resell or use student information for any other purpose than the service it was intended.
- Provide the school district the right to audit the vendor for compliance.
- Ensure industry best practices are being followed with respect to data privacy and data security.

VI. HOW WE PROTECT INFORMATION

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

Data privacy, however, isn't possible without having the proper controls in place to ensure data security, along with raising awareness among with all faculty, staff, students, parents, vendors, and members of the community we serve. Below are steps the district has taken to ensure both data privacy and data security so students' private information remains protected:

- The Natick Public Schools transitioned from Acceptance Use Policies to Responsible Use Policies for our students, faculty, and staff. In these policies are specifics guidelines for digital citizenship, data privacy, and data security.
- Natick Public Schools has been working with the Massachusetts Student Privacy Alliance ("MSPA"), The Education Cooperative ("TEC"), and our legal counsel to develop a standardized DPA for all vendors that store any student information with PII. TEC represents a number of school districts across Massachusetts concerned with student data privacy. Utilizing TEC's partnership with other school districts puts us in a stronger position when negotiating contract terms than going it alone and sends vendors a strong message that data privacy is an important issue we need to work on together to solve.
 - View a current list of executed vendor DPAs.
- The Natick Public Schools has implemented an internal vetting process, so all new vendors get onboarded only after a data privacy agreement is agreed to and fully executed. If a vendor will not sign the DPA, the District will seek parent/guardian consent for the information to be shared with a vendor and provide the vendor's privacy policy to the parents/guardians.

- The Natick Public Schools has a “Written Information Security Policy” (“WISP”) and has adopted and conducted a self-assessment of the Critical Security Control framework developed by the Center for Internet Security. These are ongoing efforts to ensure the implementation of best practices within all of our schools regarding data security.
- The school district is also implementing COSN's Trusted Learning Environment framework. This framework gets students, teachers, administrators and the entire community involved in our data privacy and data security initiative. The goal is not to earn COSN's seal of approval, but to raise awareness of the ongoing need for data privacy and data security, and to change our behavior so data privacy and data security are a consideration in everything we do.

VII. DATA PRIVACY TEAM

Our Data Privacy Team acts as stewards in all data privacy and protection decisions and consists of the following positions:

- Superintendent
- Assistant Superintendent of Teaching, Learning & Innovation
- Assistant Superintendent of Student Services
- Director of Technology
- Director of Digital Learning
- Director of Finance
- Director of Human Resources
- Director of Communications

Emailing dataprivacy@natickps.org will send a message to the entire Data Privacy Team. Please do so with any questions, concerns, complaints, or to report a data privacy or security issue. Any disputes concerning the processing of the PII will be responded to within three (3) weeks.

All updates regarding data privacy and security are located on our website at
http://www.natickps.org/about/data_privacy

Student Responsible Use Policy

Student Responsible Use Guidelines

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

I am responsible for being prepared for learning.

- If issued a school computer, I will arrive at school each day with my computer, a fully charged computer battery, and my charger.
- I will report any breakage or technical issues to the Technology Services Department (Technology) when they occur, and I will be provided a loaner if appropriate and available.
- While in class, I will free myself of personal distractions and only use technology when instructed by my teacher.

I am responsible for practicing positive Digital Citizenship.

- I will practice positive Digital Citizenship, including appropriate behavior and contributions on websites, social media, discussion boards, media sharing sites, and all other electronic communications, including new technology.
- I will be honest and respectful in all digital communication.
- I understand that what I do, and post online must not disrupt school activities or compromise school safety and security.
- I will not spam NPS email lists, which includes creating or forwarding chain letters or pyramid schemes of any type.
- I will not gamble using the NPS network.
- While on school premises, I will not knowingly and willfully use any devices or tools (cell phones, hotspots, VPNs) to bypass the NPS network in order to gain access to the internet.
- I will use NPS technology to access only approved educational content whether on school premises or off.
- If I find internet content with educational value that is blocked, I will follow the process to request access to those sites:

- 1. Ask a faculty member to submit the unblock request to a Principal/Dean via email.*
- 2. Next, the Principal/Dean must review the site and either approve or deny the request.*
- 3. If the site is approved for unblocking, the Principal/Dean informs Technology [via email](#).*
- 4. Technology will unblock the site and inform the requester via email once it's available.*

- At the high school, I will only install software from Managed Software Center (MSC) unless otherwise approved. I will follow the process to request an application be added to MSC:

- 1. Submit a request to Technology [via email](#).*
- 2. Next, Technology reviews the application request.*
- 3. If the application is approved to be added to MSC, Technology will add it and inform the requester via email once it's available.*

I am responsible for keeping personal information private.

- I will not share personal information about myself or others including, but not limited to, student ID number, names, home addresses, telephone numbers, birthdates, or visuals such as pictures, videos, and drawings.
- I will use caution when corresponding with people known only over the internet.
- I will be aware of privacy settings on websites that I visit.
- I will be aware that it is my responsibility to check the data privacy agreement of any software tool or website that asks me to set up my own personal account before providing any personally identifiable information.
- I am aware the school district will take responsibility for verifying the data privacy agreement of any third-party system in which the school district creates my student account.
- I will abide by all laws, this Responsible Use Policy, and all district data privacy and security policies.

I am responsible for my passwords and my actions when using school-issued accounts.

- I will not share any school or district usernames and passwords with anyone.
- I will not access the account information of others.
- I will log out of unattended equipment and accounts in order to maintain privacy and security.

I am responsible for my verbal, written, and artistic expression.

- I will use school appropriate language in all electronic communications including but not limited to email, social media posts, audio recordings, video conferencing, and artistic works.
- I am responsible for treating others with respect and dignity, including, but not limited to their work.
- I will not send and/or distribute hateful, discriminatory, illicit, or harassing digital communications or any communication that constitutes a criminal offense.
- I understand that bullying in any form, including cyberbullying, is unacceptable.
- I will ensure that I am properly using and citing copyrighted software and materials.
- I will not download illegally obtained music, software, apps, and other works.
- I understand all NPS trademarks, logos and symbols are for school district use only. Please refer to http://www.natickps.org/contact/communications/district_logos for approval directions.

I am responsible for taking all reasonable care with the NPS network and NPS equipment.

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

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

I understand the school district provides me with a Google account to save and store all my data and files.

I understand that I will not have access to my school email and data after graduation or after leaving the district.

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

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

I understand it is my responsibility to save any data or files that I create. I understand I should not save or store personal data or files on any device.

I understand that the school district may reimage any computer at any time to maintain the equipment in good working order.

There will be consequences for irresponsible use.

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

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

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

Disclaimer

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

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



Attendance Policies and Procedures

The Natick School Committee believes strongly in the importance of regular attendance by all students. The Committee adheres to and is in full compliance with Chapter 76 of the laws of the Commonwealth of Massachusetts, which defines attendance regulations. Except in cases of illness and other unique circumstances, students are expected to be present when school is in session.

Should a parent choose to keep a student out of school for reasons other than illness or unique circumstances, the school and individual teacher(s) will not assume responsibility for either preparing lessons in advance for the student or for providing individual tutoring or extensive individual help for the student when he or she returns. It will be the responsibility of the student and the parent to identify work that may be missed. While teachers will provide the normal range of assistance, it is the student's responsibility to make up that work.

While there are many important reasons that a student misses school, such as illness, death of a loved one or a religious holiday, this policy is designed to otherwise encourage full attendance. It provides both incentives and consequences for students. It is designed to hold students, parents, teachers and administrators accountable for student attendance.

Tardiness

Much happens during the school day at Natick High School that directly contributes to student learning and cannot be made up. Missing class or routinely showing up late adversely impacts student achievement. Tardiness to class also negatively impacts the learning of others as teachers help late students get caught up.

Natick High School expects that all students will arrive on time for school each day.

- Students who arrive late to school are expected to sign in tardy as they pass the Main Office.
- **Students who report to class late without a pass are subject to disciplinary action.**
- Students who arrive after 8:15am must have documentation or a parent phone call explaining why they are late to school. If documentation or a phone call from a parent/guardian is missing, it will be assumed that the student skipped the class and detention will be assigned. It is the responsibility of the student to remember to sign in tardy to school if the student arrives at the front door after 7:30 am.

Students with excessive tardiness will be required to participate in a conference with a building administrator and their parent(s)/guardian. Juniors and Seniors will lose privileges for ten weeks if they exceed 8 tardy days in one quarter.

Junior and Senior Privileges

Students should have greater flexibility in their schedule as they progress through Natick High School. Learning how to manage one's time is particularly important as students head off to college where expectations are high but scheduled time is minimal.

Unscheduled time during the school day is a "privilege" that students should earn. Since attendance is an important life skill and central to learning, student privileges are tied, in part, to attendance. The structure of Study Halls provides an opportunity to complete missed work and an incentive to improve attendance.

Juniors who have met the academic, attendance and behavior standards may earn the privilege of arriving to school after CDS. In addition, for the fourth term only, Juniors earn the privilege of having one unscheduled "priv" block in lieu of a study hall. If a Junior with privileges has two study halls per eight blocks, one is a scheduled study hall and one is an unscheduled "priv" for the fourth term only.

Seniors earn the privilege of having unscheduled "priv" blocks in lieu of all study halls for the full year. Seniors (with and without privileges) arrive to school after CDS.

Juniors and Seniors lose privileges for the next term when they receive any one of the following:

- more than 8 tardies to school in a term
- more than 6 absences in CDS in a term
- more than 3 absences in a particular class in a term
- one grade below C- for a term

Juniors and Seniors lose privileges immediately for skipping 2 or more classes in a particular class subject, study hall or CDS in one semester and for being suspended for any reason. This includes students who choose the diversion program in lieu of suspension. Students who lose privileges for suspension may petition the vice principal or dean for privileges after ten weeks of school.

The following absences will continue to be considered excused and therefore will not count towards the absence limit:

- | | |
|--------------------------------|---------------------------------|
| • illness with a doctor's note | religious holiday |
| • bereavement | college or career-related visit |
| • court appearance | school-sponsored field trip |

Notes from parents, an extended vacation or a field trip that is not sponsored by the school are considered unexcused absences. Students who lose privileges may appeal to administration. Changes to student privileges take effect the second week of each term, except for changes due to suspension which take effect immediately. That gives administration the opportunity to run term grades, inform students and make schedule changes.

This policy applies to students who are tardy to school or absent from class. Students will continue to receive detentions for being tardy to school. Students who are tardy to class do not fall under this policy and therefore will be addressed by the teacher. Parents must give permission for their son or daughter to have privileges.

This policy also raises important questions about student attendance during CDS. Students may not switch CDS blocks. The only exceptions are instances when a student is directly working with a teacher or working on a group assignment in the CDS of the teacher who assigned the project. In these cases of switching, the teacher emails the CDS teacher to account for the student.

When a teacher is absent from a class or study hall, students will either have a substitute teacher in the classroom or will be instructed to report to the Dining Hall. Teachers who are out will send students and the substitute an email with an assignment for that block. Students are not permitted to visit another teacher, makeup a test or work on other assignments during that block unless they are in an assigned study hall. Students should be in the Dining Hall for their study hall unless they have previously signed up for the Fitness Center or Library.

Dismissals

Students are not allowed to leave campus during the school day, with the exception of students with valid dismissals slips or students who have class privilege. Students leaving school without permission are subject to suspension.

Any student wishing to be dismissed prior to the end of the school day must present a request from a parent or guardian to the Main Office the morning of the dismissal. Dismissals may be requested in writing, in person or by telephone. **This also applies to students 18 years old or older.**

Such things as medical, dental, motor vehicle license or job application appointments should be scheduled during non-school hours. If the dismissal is not approved by the administration, the following consequences will result:

1. The student will receive skips in the classes missed.
2. The student may be subject to further disciplinary action to be determined by the vice principal.
3. The truancy will be recorded, and information will be given to the School Resource Officer.



Discipline Rules and Policies

Each member of the school community should accept the responsibility of conducting his/her personal affairs so that the rights and physical being of all are respected, and so that school facilities are safeguarded.

The interpretations of these rules and the resultant consequences may vary from incident to incident; however, what follows in the handbook code is a general set of responses to various situations.

NOTE: EMERGENCIES AND/OR UNFORESEEN CIRCUMSTANCES MAY WARRANT DISCIPLINARY ACTION NOT SPECIFICALLY COVERED IN WRITTEN RULES AND POLICY.

Appeal Process: Students and parents may appeal discipline and other decisions of the high school principal to the superintendent of schools within ten days of the principal's decision.

School Grounds

The school grounds are defined as the area bounded by the chain link fence at the top of Campus Drive to Maple Ave.; down Maple Ave. to the maintenance garage to Campus Drive; along the chain link fence to West St. to the Student Parking lot at Memorial Field, (Memorial Field, Mahan Field, the soccer field, and adjacent practice fields are considered school grounds); Westerly along the fence adjacent to the pond and along the edge of Dug Pond at the rear of the school to Campus Drive.

Behaviors	School Responses
1. Being in an unauthorized area Note: Any student who is not in an assigned study or class may be determined to be in an unauthorized area.	1. Office detention; 2. Detention to 5:00pm or suspension for the second or subsequent offenses.
2. Bullying, when it has been determined that a high school student has been found to be exhibiting bullying behavior or bullying another student, the following consequences will apply: *See Bullying Policy	1. Cease and desist order; Detention or suspension; Parental notification 2. Three-day suspension; Police involvement; Parent meeting 3. Five-day suspension; Police involvement; No re-entry until parent/student meeting
3. Bus misbehavior *See Bus Conduct Policy	1. Written notification via PowerSchool and/or phone call to parent/guardian, possible office detention, loss of bus privileges, or suspension. 2. Suspension and loss of bus privileges for two weeks. 3. Loss of bus privileges for the school year.
4. Cafeteria misbehavior	1. Office detention, possible suspension, parent notification.
5. Cell phone, electronic device violations	1. Detention to 4:10 pm; parent notification 2. Detention to 5:00 pm; parent notification; home consequence suggested. 3. One-day out-of-school suspension; possible loss of student activities; parent conference with vice principal with further home consequence discussed; possible court involvement.

6a. Academic integrity violation – Assessment	1. Parent notification; retake for 60% credit; detention until 4:10 pm. 2. Parent notification; retake for 60% credit; detention until 5:00 pm; multiple detentions or suspension depending on the frequency and/or severity of the infraction.
6b. Academic integrity violation – Homework/classwork	3. Parent notification; zero on the assignment; detention until 4:10 pm. 4. Parent notification; zero on the assignment; detention until 5:00 pm; multiple detentions or suspension depending on the frequency and/or severity of the infraction.
7. Dishonesty or lying	1. Detention or suspension
8. Disruptive behavior in school or at any school event	1. Detention, suspension depending on the circumstances and/or denied access to further events for the school year
9. Failure to pay school debt when due	1. Exclusion from school activities until debt is paid
10. Failure to report to Main Office when directed	1. Detention 2. One-day suspension
11. Fighting/assault/threats (which may include intimidation)	1. One to three days of suspension from school and possible expulsion depending on the case 2. Up to five- to ten-day suspension and possible expulsion
12. Gambling	Detention, depending on case Detention to 5:00 pm or suspension, possible police involvement
13. Insubordination or insolence (i.e. failure to follow a reasonable faculty directive, or boldly disrespectful in speech or behavior)	Detention to 5:00 pm or suspension (based on the nature of the infraction); Suspension for repeat offenses; Possible court involvement
14. Leaving school without permission	Loss of credits on class work missed; detention to 5:00 pm or suspension; Loss or credits on class work missed and suspension; Suspension and possible court involvement
15. Parking violation in an assigned student, faculty, visitor space or any other unauthorized space/area	Up to and including suspension and immediate loss of privileges.
16. Possessing or using fireworks or explosives of any type or starting or preparing to start a fire	Ten (10) days out-of-school suspension and possible expulsion. In addition, whoever shall sell or keep for sale or offer for sale fireworks shall be punished by a fine of not less than \$100 or more than \$1,000. Report will be filed with the Natick Police Dept.
17. Possession at school or at any school event, be it home or away, of any tobacco-related material including, but not limited to cigarettes, lighters, matches, pipes, cigarette holders, and as well as e-cigarettes, juuls, juul pods, juul chargers and any other vapor-producing device or product.	Up to and including suspension. MIAA will be notified.
18. Smoking while at school or during any school event, be it home or away, of any tobacco product or vaping any type of vapor-producing product.	Up to and including suspension. MIAA will be notified.
19. Setting off a false alarm or participating in a bomb hoax.	Ten (10) days out-of-school suspension and possible expulsion. Students who cause a false alarm shall also be subject to a fine of not more than \$100 or by imprisonment for not more than six months. Report will be filed with the Natick Police Dept.
20. Skipping class or study hall	1. Zeros assigned to each missed class and a 2-hour or 3-hour detention or possible suspension. 2. Zeros assigned to each missed class, assignment of detention to 5:00 pm, loss of student privileges and/or possible suspension.

21. Skipping office or teacher detention	1. Detention to 5:00 pm 2. Suspension
22. Swearing, foul language, or threats a. directed at another student b. directed around or toward faculty	1. Detention to 5:00 pm or suspension, depending on the case 2. Suspension or possible expulsion, depending on the case
23. Tardiness to class	1. Teacher detention 2. Teacher detention, call home to parent 3. Office detentions, suspension
24. Unexcused tardiness to school	1. 4th tardy, detention until 4:10 pm 2. 6th tardy, detention until 5:00 pm 3. 8th tardy, detention until 5:00 pm, parent meeting, and loss of student privileges Students with excessive tardiness may be excluded from class activities. Students with excessive tardiness will be required to participate in a conference with a building administrator and their parent(s). After ten (10) tardies to school, students may be subject to court involvement.
25. Theft/vandalism	Restitution to school or individual; possible detention to 5:00 pm, suspension, or expulsion depending on the case; possible police involvement
26. Truancy	Zeros assigned for each missed class and two (2) detentions to 5:00 pm. Up to possible suspension for additional truancies.
27. Unauthorized leaving school in automobile	1. Detention to 5:00 pm 2. Driver and/or student owner loss of parking privilege for 60 days; detention to 5:00 pm and/or suspension 3. Suspension
28. Laptop Violations: I. Carrying laptop without protective case	1. Detention to 4:10 pm 2. Detention to 5:00 pm 3. One-day suspension/restriction/removal of computer privilege
II. Defacing/Decorating/Vandalizing laptop	1. Detention to 4:10 pm 2. Detention to 5:00 pm 3. One-day suspension/restriction/removal of computer privilege
III. Eating/drinking next to laptop	1. Warning issued 2. Detention to 4:10 pm 3. Detention to 5:00 pm 4. One-day suspension/restriction/removal of computer privilege
IV. Failure to return school-issued laptop to Technology Department	1. Detention to 5:00 pm 2. One-day suspension 3. Loss of social privilege
V. Violation of Acceptable Use Policy including but not limited to: recording sound, picture, video on school grounds without permission/facilitation by faculty; violation of copyright laws; use of and/or viewing obscene, profane, inflammatory, threatening language or images, causing damage or disruption; engaging in personal attacks, use of false defamatory information; use of unauthorized software; sharing/accessing passwords, access codes, etc.; use of someone else's name, account, etc.	1. Possible detention to 5:00 pm, one three-day suspension, parental notification, possible police involvement 2. Two five-day suspension, parental notification, possible police involvement, loss of computer privilege for two weeks. 3. Five-day suspension, parental notification, possible police involvement, loss of computer privilege for one month.

Notes:

1. The administration reserves the right to make some discretionary decisions on student discipline based on the unique circumstances in certain situations.
2. In other unique cases, the administration reserves the right to set aside the listed consequences for specific student behaviors and establish a special contract(s) for individuals where the usual rules are not working.
3. The administration will not hesitate to contact local law enforcement authorities or implement court involvement when necessary.
4. Continued or serious misconduct may result in the loss of social privilege. This will result in the denial of entrance into school-sponsored events, including, but not limited to athletic events, on-stage performances, senior week activities and the graduation ceremony.

Discipline for Special Needs Students

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

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

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

Search and Seizure Policy

The School Committee Search and Seizure Policy addresses locker and desk searches and the search of a student's personal belongings or vehicle on school property. Administration reserves the right to inspect all students' belongings for reasonable suspicion of contraband while on school property. To deter the bringing of illegal drugs onto campus, the administration reserves the right to conduct random canine searches in the building, including, but not limited to lockers and student backpacks.

Student property may be screened in conjunction with law enforcement by animals trained to locate and/or detect weapons and prohibited drugs. The district may request a search of a school as needed and even if the district has no individualized reasonable suspicion.

An authorized trainer will be responsible for training and documenting the dog's actions and must accompany the canine used in any random search. While a random search is being performed, all students and personnel must remain in their classrooms, work locations, or other areas designated by the school administration in coordination with the Natick Police Department. **Students and personnel may be asked to leave backpacks, handbags, athletic bags/gear, and similar items behind while the search is occurring.**

The district permits canines to sniff student lockers, automobiles, desks, backpacks, and similar items when they are not in the possession of students. Once a contraband detection canine has completed sniffing an area, the dog handler and contraband detection canine will retire from the area.

The district will only search a student's property if a contraband detection canine has twice alerted on the same property. The district, not the Police Department, will conduct any searches of property that the contraband detection canine has identified. A contraband detection canine will not be used to initiate the physical search of any person.

Upon the completion of a search that leads to the detection of contraband, if a student and/or parent refuses to cooperate, then the district may notify law enforcement and/or discipline the student.

Search of Students' Lockers and Desks

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

Search of Students and their Belongings

1. Search of a student or of a student's belongings or of a student's automobile parked on school property will only be performed, and seizure of a student's belongings will only take place, if there

exists reasonable suspicion that the student has violated or is violating either the law or the rules of the school.

2. Searches may be conducted by school administrators (or, in their absence, their designees) or activity supervisors (in the case of school events).

Security Procedures for Evening Events at Natick High School

1. A police officer may be hired to supervise at Natick High School evening events.
2. School officials have the authority to search large handbags, book bags, and backpacks prior to entering any event.
3. Once in attendance, students and others will not be allowed to leave and return.

Student Conduct

Students are expected to exhibit their best behavior. Respect for others and for public property is an important part of student responsibility. The teacher will handle disruptive behavior, which involves a particular class or study. Failure to bring class materials, to make up assigned work missed during absences, to follow classroom rules or policies are examples of violations which may be treated through parental notification, detention or other means. If the student does not satisfy his/her obligation, he/she will be referred to the department head.

Memorandum of Understanding

It is essential that the positive learning environment in our schools should not be undermined by drug and alcohol abuse. We must make it clear that the use, possession, and sale of drugs/alcohol will not be tolerated in our schools. The success of this initiative depends, in part, on creating a link between the educational community and the local law enforcement agencies.

To this end the Natick Public Schools and the Natick Police Department have coordinated their efforts to prevent drug/alcohol abuse and to respond effectively, therein, to incidents in school, on school premises or at school sponsored events. The parties below have adopted a written memorandum of understanding, available on the Natick High School website, clarifying the notification process and procedures necessary when a student is discovered using, possessing and/or distributing drugs or alcohol on school premises.

Dr. Anna Nolin
Superintendent of School
(Signature on file)

James G. Hicks
Chief of Natick Police Department
(Signature on file)

Recommended School Procedures and Responses to Chemical Use by Students

The following delineates student behavior incidents, the in-school response(s), the student intervention and discipline process, and the police department action(s):

Behavior	In-School Response	Intervention & Discipline	Interaction with Police
Student voluntarily confides a drug or alcohol problem to a member of the staff.	Referral to a mental health professional in the school. Evaluation completed to determine appropriate next step(s).	Conference with student, parents, and school counselor. Follow-up resources identified for student / family to receive counseling – to be determined by in-school mental health professional.	Limited interaction / notification. Statistical information where applicable.
Student found to be in possession of drugs, alcohol, and/or drug paraphernalia.	The building administrator notified. Will escort the student(s) to the nurse. Nurse conducts a physical assessment. Parents notified by the building administrator. Student is sent home under parental supervision. Police action may dictate otherwise. Diversion Program through Natick Service Council. CRA or care and custodial actions if parents/student fail to cooperate. Contraband turned over to police.	Conference with student, parents, building administrator, Diversion Program through Natick Service Council, and school counselor. Follow-up educational program referral or resources identified for student/family to receive counseling – to be determined by in-school mental health professional. Student will be disciplined according to school policy: 1st Offense: 3-5 days suspension or Diversion Program through Natick Service Council, NPS and NPD. Suspension issued if Diversion Program is not completed. 10-week loss of Prvs.	Building administrator formally notifies police. Contraband confiscated. Diversion Program through Natick Service Council Possible arrest and court action.

		2nd Offense: 5-10 days suspension – expulsion hearing with principal. 10-week loss of Prvs.	
Student found or admits to being under the influence of drugs or alcohol. No contraband found.	<ul style="list-style-type: none"> · The building administrator is notified and will escort student(s) to the nurse. · Referral to the nurse for physical assessment. · Parents notified by the building administrator. · Based upon medical evaluation, student will be sent home under parental supervision. · Diversion Program through Natick Service Council. · CRA or care/custodial actions if parents/student fail to cooperate. 	<ul style="list-style-type: none"> · Conference student, parents and building administrator. · Diversion Program through Natick Service Council. · Student will be disciplined according to school policy: <p>1st Offense: 3-5 days suspension, expulsion hearing with principal, OR Diversion Program through Natick Service Council, NPS and NPD. Suspension issued if Diversion Program is not completed.</p> <p>2nd Offense: 5-10 days suspension. Expulsion hearing with principal 10-week loss of Prvs.</p>	<p>Building administrator notifies police in cases where it is believed that further investigation is warranted.</p> <p>Building administrator notifies police on second offense.</p>
a) Student found or admits to selling or distributing alcohol or drugs, or in possession of a quantity indicating possible intent to sell or distribute. b) Student intending to purchase alcohol/drugs via a 3rd party.	<ul style="list-style-type: none"> · Referral to the nurse for physical assessment, if warranted. · Parents notified by building administrator. · Student is sent home under parental supervision; police action may dictate otherwise. CRA or care and custodial actions if parents/student fails to cooperate; police and court action may dictate otherwise. Contraband turned over to police. 	<ul style="list-style-type: none"> · Resources identified for student/family to receive counseling where applicable. · Student will be disciplined according to school policy: <p>1st Offense: 10-day suspension and expulsion hearing with the principal. 10-week loss of Prvs.</p> <p>2nd Offense: Suspension from school of up to 30 days. Expulsion hearing with the principal. 10-week loss of Prvs.</p>	<p>Building administrator formally notifies police.</p> <p>Contraband confiscated.</p> <p>Possible arrest and court action.</p>

<p>Student suspected of being under the influence of drugs or alcohol. No contraband found.</p>	<ul style="list-style-type: none"> · Administrator notified and will escort student to nurse for physical assessment. · Based on physical assessment, student will be sent home under the supervision of a parent. · Diversion Program through Natick Service Council 	<ul style="list-style-type: none"> · Conference involving student, parents, building administrator and school counselor. · Student will be subject to discipline in accordance with school policy with a reduced suspension for participation in Diversion Program through Natick Service Council. <p>1st Offense: Must leave school accompanied by parent/ guardian. Referral to Diversion Program through Natick Service Council, NPS and NPD. Suspension issued if Diversion Program is not completed. 10-week loss of Prvs.</p> <p>2nd Offense: 3-day suspension — may be reduced if drug testing by pediatrician is negative. AOD referral made to outside agency for additional support. 10-week loss of Prvs.</p>	<p>Building administrator notifies police in cases where further police investigation may be warranted.</p>
<p>Student suspected of being under the influence of drugs or alcohol. No contraband found.</p>	<ul style="list-style-type: none"> · Administrator notified and will escort student to nurse for physical assessment. · Based on physical assessment, student will be sent home under the supervision of a parent. · Diversion Program through Natick Service Council 	<ul style="list-style-type: none"> · Conference involving student, parents, building administrator and school counselor. · Student will be subject to discipline in accordance with school policy with a reduced suspension for participation in Diversion Program through Natick Service Council. <p>1st Offense: Must leave school accompanied by parent/ guardian. Referral to Diversion Program through Natick Service</p>	<p>Building administrator notifies police in cases where further police investigation may be warranted.</p>

		<p>Council, NPS and NPD. Suspension issued if Diversion Program is not completed. 10-week loss of Prvs.</p> <p>2nd Offense: 3-day suspension – may be reduced if drug testing by pediatrician is negative. AOD referral made to outside agency for additional support. 10-week loss of Prvs.</p>	
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Students can opt to reduce the length of suspension by participating in a Drug and Alcohol Education Program. Participation is after school with exception of seniors who can participate during a priv. If the program is not completed per instructions in the informational brochure, suspension will be reinstated.

Due Process

Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of the expulsion within 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. When a student is expelled under the provisions of this section and applies for admission to another school for acceptance, the superintendent of the sending school shall notify the superintendent of the receiving school of the reasons for the pupil's expulsion.

NOTE: EMERGENCIES AND/OR UNFORESEEN CIRCUMSTANCES MAY WARRANT DISCIPLINARY ACTION NOT SPECIFICALLY COVERED IN WRITTEN RULES AND POLICY.

Commonwealth of Massachusetts: Anti-Hazing Law

Chapter 269: Section 17. Hazing; organizing or participating; hazing defined:

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 sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental

stress, including extended deprivation of sleep or rest or extended isolation. Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

Chapter 269: Section 18. Failure to report hazing

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.

Chapter 269: Section 19. Copy of Secs. 17 to 19; issuance to students and student groups, teams and organizations

Each institution of secondary education and each public and private institution of post-secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and Sections 17 and 18; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and Sections 17 and 18 to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.

Each such group, team or organization shall distribute a copy of this section and Sections 17 and 18 to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgement stating that such group, team or organization has received a copy of this section and said Sections 17 and 18, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and Sections 17 and 18.

Each institution of secondary education and each public or private institution of post- secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full-time student in such institution a copy of this section and Sections 17 and 18. Each institution of secondary education and each public or private institution of post- secondary education shall file, at least annually, a report with the board of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full time student enrolled by it of the provisions of this section and Sections 17 and 18 and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of higher education and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports and shall forthwith report to the attorney general any such institution that fails to make such report.

PLEASE NOTE:

"The laws, School Committee policies and school rules stated in the handbook are intended to ensure the safe, orderly, and educationally sound operation of Natick High School. In addition to these written provisions, there may be times where, to further ensure the safe, orderly, and educationally-sound operation of the school, the school administration may enforce a standard of conduct upon students that furthers this end. Furthermore, the school administration has the right to enforce any law, ordinance or School Committee policy not written in this handbook. If a new law is passed, it supersedes current rules."

Natick Public Schools Bullying Policy

I. Leadership

The Natick Public Schools has and will continue to employ multiple layers of involvement in the development of our plan as required by M.G.L. c. 71, § 370. Under the direction of the superintendent, Natick's plan was developed in consultation with teachers, school staff, professional support personnel, school volunteers, administrators, community representatives, local law enforcement agencies, students, parents, and guardians. Natick has established a Bully Prevention Committee that meets on a monthly basis to review and evaluate our progress. In addition, at all eight of our schools, Bullying Prevention and Intervention is an objective in the School Improvement Plans and thus, is discussed and reviewed by all School Councils. The Natick Public Schools have partnered with MetroWest Community Health Care Foundation (MWHCF) to survey our students for baseline data on bullying and harassment. In addition, MWHCF has funded a grant to support bullying prevention and intervention efforts at both of our middle schools.

Goals

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

The Natick Public Schools will not tolerate any unlawful or disruptive behavior, including bullying, in our schools or during school-related activities including on school buses. All reports of bullying will be promptly investigated by Natick Public Schools' administrators. Bullying is defined as the repeated use by one or more students of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a target that: (i) causes physical or emotional harm to the target or damage to the target's property; (ii) places the target in reasonable fear of harm to himself or of damage to his property; (iii) creates a hostile environment at school for the target; (iv) infringes on the rights of the target at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school. For the purposes of this section, bullying shall include cyber-bullying.

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

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

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

II. Rationale

The Natick Public Schools prohibits all forms of harassment, discrimination and hate crimes based on race, color, religion, national origin, ethnicity, sex, sexual orientation, age or disability. The civil rights of all school community members are guaranteed by law. The protection of those rights is of utmost importance and priority to our school district. The Natick Public Schools also prohibits bullying of school community members for reasons unrelated to their race, color, religion, national origin, ethnicity, sex, sexual orientation, age or disability. Further, the Natick Public Schools will also not tolerate retaliation against persons who take action consistent with this policy.

III. Application

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

IV. Disciplinary and Corrective Action

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

- It is a violation of this policy for any administrator, teacher or other employee, or any student to engage in or condone harassment in school or to fail to report or otherwise take reasonable corrective measures when they become aware of an incident of harassment.
- This policy is not designed or intended to limit the school's authority to take disciplinary action or take remedial action when such harassment occurs out of school, but has a link to school, or is disruptive to an employee's or student's work or participation in school-related activities.
- Reports of cyber-bullying by electronic or other means, occurring in or out of school will be reviewed, and when a link to work or school exists, will result in discipline. Parents of students alleged to have engaged in cyber harassment will be invited to attend a meeting at which the activity, words or images subject to the complaint will be reviewed. A student disciplined for cyber-

bullying will not be re-admitted to the regular school program until his or her parent(s) or guardian(s) attend such meeting.

- The building principal/designee shall be responsible for assisting employees and students seeking guidance or support in addressing matters relating to any form of harassment, bullying, or cyber-bullying. As a means of support counseling services will be available upon request or referral for targets, aggressors and appropriate family members of the involved students.
- Strategies for Protecting the Target: Each school will employ clear procedures for restoring a sense of safety for a target and assessing that target's need for protection including but not limited to strong disciplinary procedures, parental contact and availability of administration/counselors for support.
- Any student who knowingly makes a false accusation of bullying shall be subject to disciplinary action.

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

V. Reporting

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

Upon investigation and determination that bullying or retaliation has occurred, the principal shall promptly notify the parents of the target and the aggressor of the determination, and the school district or school's procedures for responding to the bullying or retaliation.

The principal shall inform the target's parent of actions that school officials will take to prevent further acts of bullying or retaliation.

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

Confidentiality:

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

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

VI. Retaliation

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

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

VII. Training and Professional Development

Annual training will be provided for school employees and volunteers who have significant contact with students in preventing, identifying, responding to, and reporting incidents of bullying. Important information will be provided on the complex interaction and power differential that can take place among an aggressor, a target and witnesses to bullying. Staff members will be trained on students who are at risk for bullying. Specific information will be centered on research documenting those students who could be targeted as potential victims. Staff members will be provided the latest information on cyber-bullying and Internet safety issues as they relate to cyber-bullying. Natick is fortunate to have the authors of *A Parents' Guide to Facebook*, who have consulted with us. Training will include staff duties, an overview of the steps that the building principal or designee will follow upon receipt of a report of bullying or retaliation, and an overview of the

bullying prevention curricula to be offered at all grades throughout the school. Our goal is to build the skills of staff members to prevent, identify, and respond to bullying.

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

Grades 9-12	Seminars on Bullying Prevention and Intervention	<p>Each grade will participate in a seminar either first or second semester.</p> <p>Students will understand the significance of empathy in bullying prevention, as they learn how to appreciate and value diversity within the student population. Students will participate in discussions and activities to reinforce prevention and awareness.</p> <p>Anti-Bullying legislation may be discussed, as students are encouraged to contribute their unique voice to prevention initiatives.</p>
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NHS has a number of Inclusion Teams/Clubs in this regard. It has been our experience that the most powerful solution to help prevent bullying is to empower students to use their influential voice to interrupt the cycle of bullying.

VIII. Publication and Notice

Annual written notice of the relevant sections of the Bullying Prevention and Intervention Plan will be provided to students and their parents or guardians, in age-appropriate terms. All school handbooks will include relevant sections of the Bullying Prevention and Intervention Plan.

Annual written notice of the Bullying Prevention and Intervention Plan will be provided to all school staff. The faculty and staff at each school will be trained annually on the Bullying Prevention and Intervention Plan applicable to the school. Relevant sections of the Bullying Prevention and Intervention Plan relating to the duties of faculty shall be included in the school employee handbook. The Bullying Prevention and Intervention Plan as well as reporting forms will be available for all community members as a link from our district web page.

IX. Requirements for Students with Disabilities

For students identified with a disability the IEP Team must consider and specifically address the skills and proficiencies needed to avoid and respond to bullying, harassment, or teasing. Whenever the IEP Team evaluation indicates that a student's disability affects social skills development, or when the student's disability makes him or her vulnerable to bullying, harassment, or teasing, the IEP must address the skills and proficiencies needed to avoid and respond to bullying, harassment or teasing.

X. Collaboration with Families

PARENT EDUCATION AND RESOURCES

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

NOTIFICATION REQUIREMENTS

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

Natick Public Schools
Administrator Investigation Process

This process applies only to situations where bullying is alleged. Disciplinary incidents will be reported using the school disciplinary action process.

Step One: **Complete Incident Report Form**

If an adult witnesses or reports incident:

Staff member, Bus driver, chaperone, etc. completes incident report and gives to designated administrative staff member

If a student reports incident to staff member:

Acknowledge student's feelings

Determine if there are safety issues that must be addressed immediately

Staff member completes incident report and gives to designated administrative staff member

Step Two: **Conduct Investigation**

A. Interview Target of bullying:

Ask target to complete a narrative of the event

Interview the target first in private

Ask target to identify witnesses

Target and alleged aggressor should be separated

Do not ask to see target in the alleged aggressor's presence

Mediation should not be used with bullying situations

Encourage target to report any additional incidents with the alleged aggressor and/or any retaliation done directly or anonymously.

B. Interview witnesses

- Ask who was present
- Document the witness's statement
- Direct witness to report any forms of retaliation done directly or anonymously.

C. Interview the student Aggressor of bullying:

Identify the problem

Focus more on the alleged aggressor's behavior, protecting the target's confidentiality

Make the alleged aggressor aware of consequences of retaliation against target and reporter

D. Contact parent of target, alleged aggressor and appropriate witnesses

Step Three: **Assign Consequences if needed**

Assign appropriate consequence

If the alleged aggressor denies the incident and there is insufficient evidence, tell the alleged aggressor that you hope s/he is right and that nothing happened, but you will continue to monitor behavior

Monitor safety of target and provide additional support as needed

Notify the School Student Resource Officer when appropriate

Step Four:**Document Incident and Consequences**

Document outcome of investigation on Follow-up Form
Target will be notified of action taken or not taken
Provide update to staff member who reported incident
Monitor students' behavior
Notify teachers who have contact with target and aggressor

Natick Public Schools

Staff Incident Report Form

Bullying is defined as a verbal, physical, written, or electronic action, or incident or other direct or indirect behavior that is cruel and repetitive. Bullying is characterized by an imbalance of physical, psychological, or emotional power.

This report must be submitted to the principal/assistant principal/designated staff member as soon as completed.

Reporting Staff Member name: _____

Did the staff member witness the incident? yes _____ no _____

If the incident was reported to the staff person, who was the reporter(s)? _____

Name of target: _____

Name of alleged aggressor: _____

Name(s) of witnesses:

Date of incident: _____ Time of incident: _____ Location of incident: _____

Details of incident:

To your knowledge, has there been a previous incident
between these students? Yes _____ No _____
If yes, briefly explain:

Are there any immediate safety concerns?

Yes _____ No _____

Signature of reporting staff: _____
Natick Public Schools

Date: _____

Bullying Witness Statement Form

This report MUST be completed when there is a witness to an incident of alleged bullying (*for the purpose of this form, bullying encompasses bullying, harassment, and discrimination.*) One form must be completed for/by each witness. All witness statements that relate to one incident should be attached to the Incident Complaint Report Form.

WITNESS NAME (last, first)	WITNESS TITLE (ex. Parent, Student, or Teacher)	INTERVIEW DATE
TARGET NAME (last, first)		
AGGRESSOR NAME (last, first)		
SCHOOL SITE (where incident occurred)	SCHOOL TELEPHONE	
PRINCIPAL	INCIDENT DATE	

Describe the location where the incident took place:

Description of incident witnessed:

List any other witness names and grades:

List evidence of bullying (i.e. letters, photos, etc. – attach evidence if possible):

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature of witness

Date:

For Office Use Only.....

Date Received:		
Received by:		Title/School:

Natick Public Schools

Administrator Investigation Follow-up Form

Date(s)	Person interviewed	Role? (Target, Aggressor, Witness)	Narrative of interview

Follow-up conference	Date	Check for retaliation	Results of conference (if needed)
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Parent notification of Target/ Name:	Date	Verbal _____ Written _____	Details:
Parent notification of Aggressor/Name:	Date	Verbal _____ Written _____	Details:
Notification of superintendent: yes ____ no ____	Date		Details:
Notification of police/SRO: yes: ____ no: ____	Date		Details:

Determination	Not confirmed bullying	Keep for records	Confirmed bullying
Reasons	1st incident only: yes ____ no ____ "Power" differential: yes ____ no ____	Subsequent issue would be bullying yes ____ no ____	Repeat incident: yes ____ no ____ "Power" differential: yes ____ no ____
Action Taken:			
	Date of final report: ____	Date student advised: ____	

Name of Investigator: _____ Signature of Investigator: _____ Date: _____

Natick Public Schools
Parent Communication Form

(Optional)

Date:

Dear

Your student was involved in an incident in school today. We believe it is important to share this information with you.

What was reported:

Actions to prevent further bullying or retaliation:

The incident has been investigated and will be monitored. Due to reasons of confidentiality, students' names and disciplinary actions cannot be revealed.

Please sign and return this letter to school in an envelope addressed to me as soon as possible. Please don't hesitate to contact me if you have any questions or concerns.

Thank you

Principal/Designated Staff

Date

Parent / Guardian Signature

Date

Natick Public Schools
Bullying Reporting Form (On-Line Form)
(Parent, Student, Community)

If you have information regarding bullying and would like to report this information, please fill out the following form to the best of your knowledge. Please note that this form can be anonymous.

For the purpose of this form, bullying is defined as a verbal, physical, written or electronic action or incident that is cruel and repetitive. Bullying is characterized by an imbalance of physical, psychological or emotional power.

Submitted by: (Optional) _____

TARGET NAME (last, first, middle)	SEX	GRADE	AGE
AGGRESSOR NAME (last, first, middle)	SEX	GRADE	AGE
SCHOOL	SCHOOL TELEPHONE ()		
PRINCIPAL	TODAY'S DATE		

Where did the incident occur?

When did the incident occur?

Date: _____ Time: _____

Please describe, in as much detail as possible, what happened.

Do you know any of the witnesses involved? If so, please provide as much detail as possible about these people. List evidence of bullying if any (i.e. letters, photos, etc. – attach evidence if possible. Thank you, this report will be followed up on within 2 school/work days. If you fear a student is in IMMEDIATE danger, contact their home school or the police.

For Office Use Only

.....

Date Received:		
Received by:		Title/School:

Process for Responding to a Report of Bullying
Flow Chart

Incident is reported and an incident report is completed
Assess for immediate safety issues

Drug Free School Zones (Chapter 227 of the Acts of 1989)

Any person who violates the provisions of section 32, 32A, 32B, 32C, 32D, 32E, 32F, or 32I while in or on, or within one thousand feet of the real property comprising a public or private elementary, vocational, or secondary school whether or not in session shall be punished by a term of imprisonment in the state prison for not less than two and one half nor more than fifteen years or by imprisonment in a jail or house of correction for not less than two nor more than two-and-one-half years. No sentence imposed under the provisions of this section shall be for less than a mandatory minimum term of imprisonment of two years.

A fine of not less than one thousand nor more than ten thousand dollars may be imposed but not in lieu of the mandatory minimum two-year term of imprisonment as established herein. In accordance with the provisions of section 8A of Chapter two hundred and seventy-nine such sentence shall begin from and after the expiration of the sentence for violation of section 32, 32A, 32B, 32C, 32D, 32E, 32F or 32I. Lack of knowledge of school boundaries shall not be a defense to any person who violates the provisions of the section.

THE FOLLOWING OFFENSES ARE DEEMED EXTREMELY DANGEROUS TO THE SAFETY AND WELL BEING OF STUDENTS AND STAFF AT NATICK HIGHSCHOOL. THESE OFFENSES CARRY A POSSIBLE PENALTY OF EXPULSION FROM NATICK HIGH SCHOOL:

Section taken from Massachusetts General Laws, Chapter 71, Section 37H:

1. Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife; or a controlled substance as defined in chapter ninety-four C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.
2. Any student who assaults a principal, assistant principal, teacher, teacher assistant, 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.
3. Any student who is charged with a violation of either paragraph 1 or 2 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, the principal may, at his/her discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph 1 or 2. The principal shall be notified 48 hours in advance if student is being represented.
4. Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the superintendent of his appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.
5. Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion, under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student in an education service plan, under section 21 of chapter 76.

6. Weapons/Dangerous Objects/Knives: It is the responsibility of the school administration to protect every student and staff member from any possible injury. The bringing of any type of knife, razor, or other dangerous weapon to school greatly increases the risk of accidental injury to both the student carrying the object and to others. Please note: A toy gun or a toy weapon will be considered a weapon. Therefore, weapons and/or dangerous objects of any kind are not allowed (other than for pre-approved school projects), in the building or anywhere else on school property for any reason. Students found in possession of any weapons or dangerous objects shall be subject to the following:

- a. Confiscation of the object
- b. Immediate parent notification

c. The principal reserves the right to impose a more severe disciplinary action, depending on the particular situation, up to the maximum of an expulsion from school. Legal authorities will be notified when appropriate.

First Offense: Confiscation of weapon, meeting with parents and/or guardians, automatic five-day suspension with the possibility of expulsion and police referral.

Second Offense: Referral to the Superintendent of Schools for expulsion and police referral.

Chapter 71, Section 37H1/2: Felony Complaint or Conviction of a Student: Suspension; Expulsion; Right to Appeal Notwithstanding the provisions of section eighty-four and sections sixteen and seventeen of chapter seventy-six.

1. Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the principal or headmaster of a school in which the student is enrolled may suspend such student for a period of time determined appropriate by such principal or headmaster if said principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school.

The student shall receive written notification of the charges and the reasons for such suspension prior to such suspension taking effect. The student shall also receive written notification of this right to appeal and the process for appealing such suspension; provided, however, that such suspension shall remain in effect prior to any appeal hearing conducted by the superintendent.

The student shall have the right to appeal the suspension to the superintendent. The student shall notify the superintendent in writing of his request for an appeal no later than five calendar days following the effective date of the suspension.

The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the student's request for an appeal. At the hearing, the student shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the suspension.

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

process for appealing such expulsion; provided, however, that the expulsion shall remain in effect prior to any appeal hearing conducted by the superintendent.

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

Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion, under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student under an education services plan, under **section 21 of chapter 76. Section taken from Massachusetts General Laws, Chapter 71, Section 37H 3/4:**

1. This section shall govern the suspension and expulsion of students enrolled in a public school in the commonwealth who are not charged with a violation of subsections (a) or (b) of section 37H or with a felony under section 37H1/2.
2. Any principal, headmaster, superintendent or other person acting as a decision-maker at a student meeting or hearing, when deciding the consequences for the student, shall exercise discretion; consider ways to re-engage the student in the learning process; and avoid using expulsion as a consequence until other remedies and consequences have been employed.
3. For any suspension or expulsion under this section, the principal or headmaster of a school in which the student is enrolled, or a designee, shall provide, to the student and to the parent or guardian of the student, notice of the charges and the reason for the suspension or expulsion in English and in the primary language spoken in the home of the student. The student shall receive the written notification and shall have the opportunity to meet with the principal or headmaster, or a designee, to discuss the charges and reasons for the suspension or expulsion prior to the suspension or expulsion taking effect. The principal or headmaster, or a designee, shall ensure that the parent or guardian of the student is included in the meeting, provided that such meeting may take place without the parent or guardian only if the principal or headmaster, or a designee, can document reasonable efforts to include the parent or guardian in that meeting. The department shall promulgate rules and regulations that address a principal's duties under this subsection and procedures for including parents in student exclusion meetings, hearings or interviews under this subsection.
4. If a decision is made to suspend or expel the student after the meeting, the principal or headmaster, or a designee, shall update the notification for the suspension or expulsion to reflect the meeting with the student. If a student has been suspended or expelled for more than 10 school days for a single infraction or for more than 10 school days cumulatively for multiple infractions in any school year, the student and the parent or guardian of the student shall also receive, at the time of the suspension or expulsion decision, written notification of a right to appeal and the process for appealing the suspension or expulsion in English and in the primary language spoken in the home of the student; provided, however, that the suspension or expulsion shall remain in effect prior to any appeal hearing. The principal or headmaster or a designee shall notify the superintendent in writing, including, but not limited to, by electronic means, of any out-of-school suspension imposed on a student enrolled in kindergarten through grade 3 prior to such suspension taking effect. That notification shall describe the student's alleged

misconduct and the reasons for suspending the student out-of-school. For the purposes of this section, the term "out-of-school suspension" shall mean a disciplinary action imposed by school officials to remove a student from participation in school activities for 1 day or more.

5. A student who has been suspended or expelled from school for more than 10 school days for a single infraction or for more than 10 school days cumulatively for multiple infractions in any school year shall have the right to appeal the suspension or expulsion to the superintendent. The student or a parent or guardian of the student shall notify the superintendent in writing of a request for an appeal not later than 5 calendar days following the effective date of the suspension or expulsion; provided, that a student and a parent or guardian of the student may request, and if so requested, shall be granted an extension of up to 7 calendar days. The superintendent or a designee shall hold a hearing with the student and the parent or guardian of the student within 3 school days of the student's request for an appeal; provided that a student or a parent or guardian of the student may request and, if so requested, shall be granted an extension of up to 7 calendar days; provided further, that the superintendent, or a designee, may proceed with a hearing without a parent or guardian of the student if the superintendent, or a designee, makes a good faith effort to include the parent or guardian. At the hearing, the student shall have the right to present oral and written testimony, cross-examine witnesses and shall have the right to counsel. The superintendent shall render a decision on the appeal in writing within 5 calendar days of the hearing. That decision shall be the final decision of the school district with regard to the suspension or expulsion.

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

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

Nondiscrimination Policy

A. PURPOSE: To set forth the policy of the school system, consistent with state and federal law, of nondiscrimination on the basis of race, national origin, color, religious creed, sex, age, gender identity, disability, sexual orientation, and ancestry.

B. POLICY:

1. Basic Nondiscrimination Policy: Public schools have the responsibility to overcome, insofar as possible, any barriers that prevent children from achieving their potential. The School Committee will continue to ensure fair and equitable educational and employment opportunities, without regard to race, national origin, color, religious creed, sex, age, disability, pregnancy or pregnancy related conditions, sexual orientation, gender identity and ancestry, to all of its students and employees. This commitment will extend to students, staff, the general public and individuals with whom it does business, and to all of the educational programs and activities of the public schools, and is affirmed in the following statements of School Committee intent to:

- a. Promote the rights and responsibilities of all individuals as set forth in the State and Federal Constitutions, pertinent legislation, and applicable judicial interpretations.
- b. Encourage positive experiences in human values for children and youth and adults, all of whom have differing personal and family characteristics and who come from various socioeconomic, racial and ethnic groups.
- c. Work toward a more integrated society and to enlist the support of individuals as well as groups and agencies, both private and governmental, in such an effort.
- d. Use all appropriate communication and action techniques to air and reduce the grievances of individuals and groups.
- e. Carefully consider, in all the decisions made within the school system, the potential benefits or adverse consequences that those decisions might have on the human relations aspects of all segments of society.
- f. Initiate a process of reviewing policies and practices of the school system in order to achieve to the greatest extent possible the objectives of this statement.

LEGAL REFS.:

Title VI, Civil Rights Act of 1964

Title VII, Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972
Executive Order 11246, as amended by E.O. 11375 Equal Pay Act, as amended by the Education Amendments of 1972

Title IX, Education Amendments of 1972

Rehabilitation Act of 1973

Education for All Handicapped Children Act of 1975

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

M.G.L. 76:5; Amended 1993

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

M.G.L 151B

Board of Education Chapter 622 Regulations Pertaining to Access to Equal Educational Opportunity, adopted 6/24/75, as amended 10/24/78 1 of 2 Natick Public Schools File: AC

Board of Education 603 CMR 26:00

Board of Education Chapter 766 Regulations, adopted 10/74, as amended through 3/28/78

2. Nondiscrimination on the Basis of Gender/TITLE IX:

The Committee designates the Human Resources Manager to act as the school system's Title IX compliance officer. The compliance officers are the Human Resources Manager and the Assistant Superintendent of Curriculum, Instruction and Assessment. They are both located on the third floor of Town Hall at 13 East Central Street, Natick.

LEGAL REFS.:

Title IX of the Education Amendments of 1972

45 CFR, Part 86, (Federal Register, 6/4/75)

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

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

Opportunity, adopted 6/24/75, amended 10/24/78

Board of Education 603 CMR 26:00

3. Nondiscrimination on the Basis of Disability: No qualified individual with a disability shall, because the district's facilities are inaccessible to or unusable by individuals with disabilities, be excluded from participation in, or be denied the benefits of the services, programs, and activities of the district or be subject to discrimination.

The Committee designates the Assistant Superintendent or Director of Pupil Services to coordinate the school system's efforts to comply with and carry out its responsibilities under Title II of ADA. The Assistant Superintendent or Director of Pupil Services is located at 13 East Central Street, Natick. The Human Resources Manager is the designated coordinator for Title I of ADA for employee-related issues.

LEGAL REFS.:

Title VI, Civil Rights Act of 1964

Title VII, Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972
Executive Order 11246, as amended by E.O. 11375

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

Title IX, Education Amendments of 1972 Act of 1973

Rehabilitation Act of 1973, Section 504

Education For All Handicapped Children Act of 1975

Title II, Americans with Disabilities Act of 1992

71B MGL sec. et seq. (Chapter 766 of the Acts of 1972)

76 MGL sec. 5,16 (Chapter 622 of the Acts of 1971)

Board of Education Chapter 622 Regulations Pertaining to Access to Equal Educational
Opportunity, adopted 6/24/75, as amended 10/24/78

Board of Education Chapter 766 Regulations, adopted 10/74, as amended through 3/28/78
45 CFR, Part 86, (Federal Register, 6/4/75)

Revised by the Natick School Committee: April 9, 2018

Nondiscrimination on the Basis of Handicap

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

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

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

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

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

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

Notice: The District shall make available to applicants, participants, beneficiaries, and other interested persons information regarding the provisions of Title II of the American with Disabilities Act (ADA) and its applicability to the services, programs, or activities of the District. The information shall be made available in such a manner as the School Committee and Superintendent find necessary to apprise such persons of the protections against discrimination assured them by the ADA. 1 of 2 Natick Public Schools File: ACE

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

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

REFERENCES:

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

CROSS REFS.:

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

Sexual Harassment Policy for Students

Preamble

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

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

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

I. Definition

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors and other verbal and physical conduct of a sexual nature when such conduct unreasonably interferes with school performance or creates an intimidating, hostile or offensive educational environment. Sexual harassment may include, but is not limited to:

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

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

II. General Guidelines

1. Problems and complaints regarding sexual discrimination and harassment should be resolved in a prompt and equitable manner. When possible, such problems and complaints should be resolved in an informal manner. Students who need help or wish to talk about harassment should see an advocate immediately.

2. The administration may determine that this complaint procedure is not applicable to situations in which other appeal and adjudication procedures have been provided by state law or other specific Natick Public School policies.

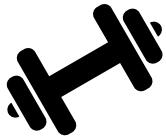
3. Retaliation in any form for the filing of a complaint or the reporting of sexual harassment is prohibited and will result in serious disciplinary action, as will gossip about or otherwise revealing confidential information learned in connection with a harassment investigation.

III. Procedure for Dealing with Sexual Harassment

1. Any individual subjected to sexual harassment may, if he or she chooses, confront the harasser informally in order to resolve the complaint on a personal level.
2. If the complainant does not want to deal directly with the harasser, or if the matter is not resolved informally, the complainant should immediately report the conduct to an advocate. The advocate must always take every report of sexual harassment seriously. It must be responded to immediately. In appropriate circumstances, the advocate may choose to sit down with the harasser and the complainant together to work out any informal resolution.
3. If the complainant does not agree to meet with the harasser, the complainant should write a letter with an attached response sheet listing:
 - a. The exact description of the behavior, including when and where it happened;
 - b. A description of how the behavior made the complainant feel at that time;
 - c. A request that the behavior stop;
 - d. Where appropriate, a promise that if the behavior stops, the complaint will be dropped;
4. The advocate will assist the complainant in drafting the letter to the extent necessary or requested.
5. The letter should be signed and dated by the complainant. The complainant or the advocate should deliver one copy of the letter to the harasser and retain a copy in the advocate's office.
6. The alleged harasser should have an opportunity to respond in writing. The advocates will be available to assist the alleged harasser as well.
7. If the problem continues, the school administration will conduct a formal investigation.
8. In the case of serious or repeated allegations of sexual harassment or other cases requiring a formal investigation, the school administration shall:
 - a. Provide the complainant and the alleged harasser a supportive faculty member at all discussions regarding the case.
 - b. Keep the investigation group as small as possible to protect the rights of both parties and to prevent the investigation from becoming over publicized.
 - c. Complete the investigation promptly. If the complaint is not supported, the administration shall carefully explain to the complainant and harasser the decision. If the complaint is supported, the staff shall take such action as is necessary to admonish the harasser, alleviate the complainant's concerns and prevent further harassment.
 - d. In serious cases, or in cases where harassment does not stop after warning, the advocate should coordinate with the administration in order to impose appropriate disciplinary sanctions, and for referral to police, district attorney, DSS or other appropriate authority.
9. The preceding is a guide for use in most anticipated situations. Harassment claims and resulting related issues (e.g., concerns over confidentiality, retaliation, etc.) can come in many different forms. No one procedure can be detailed in advance to best deal with every such claim or issue. Above all, every student remains free to bring his/her claim or concern to any staff member or administrator of the student's choice if the student is more comfortable doing so.

If the complaint is not supported, the administration should explain to the complainant and the harasser the decision.

Massachusetts's General Law C4.S.7 Ch. 50 and 51 states: Once a person reaches the age of eighteen, Massachusetts Law holds that he/she is an adult and has reached the age of majority. This means that an eighteen-year-old is capable of signing legal documents and entering into contracts. A school still may continue to inform parents of grades, absences, etc., but it cannot require the signature of the parent as a condition for accepting the documents. **These Students aged eighteen or older are subject to the same rules as all other children, thus they are subject to discipline on the same basis as students who have not attained the age of eighteen.** Parents do retain the right of access to school records of their children, regardless of age, M.G.L. c7134E. In addition, no student over sixteen can be considered to have permanently left school unless the student's parents have been notified and afforded the opportunity to meet with school officials, M.G.L. c76 16.



Athletic Department Reference Guide

Natick High School has developed an Athletic Department Reference Guide that explains a number of additional, important details regarding our athletic program. Please read the Athletic Reference Guide located under "Athletic Department" on our website as all rules apply and are a part of our Student Handbook.

Memorial Field Events Guidelines and Regulations

No drinks, balls of any kind, or large bags are allowed to enter Memorial Field. All backpacks and handbags are subject to search at the discretion of the NPS Staff and Natick Police Department.

There is no tailgating allowed on NPS property, which includes the parking areas surrounding Memorial Field. Fans should not park any earlier than one hour before game time and upon arrival should be entering the stadium.

Body painting is not allowed.

Parents of middle school and elementary school students are expected to attend the games with their children and are encouraged to sit with them during the games.

Finally, students should not be waiting for rides at the end of the game. Lights will be turned off and Natick Police and Natick Staff will leave Memorial Field approximately 20 minutes after the conclusion of the game.

Natick Memorial Field and Track Rules

AUTHORIZED USE ONLY - This field is for use by groups with permission only

1. Natural water is the only food product permitted on the field - no glass containers.
2. No food, peanuts, seeds, or gum allowed on field.
3. No tobacco products of any kind permitted on field or on school grounds.
4. Athletic footwear required - no metal cleats.
5. Pets, bikes, strollers etc., are not permitted within the athletic facility.
6. Place trash and recyclables in proper containers.

Failure to comply with these rules can result in loss of permit and the privilege of attending events at Memorial Field.

We understand the unifying effect that athletics have on our community in Natick. For the safety of the players and fans and to ensure a fantastic experience for all, you are encouraged to root for the Redhawks with class and poise and feel that the guidelines above are necessary to achieve that goal.



Head Injuries and Concussions in Extracurricular Athletic Activities Policy and Procedures

Natick Public Schools is committed to the safety of all our student athletes. **As per MGL 111, Section 222 and 105 CMR 201.00 the Natick Public Schools follow a plan for the prevention, evaluation and appropriate management of sports related head injuries.**

Definition:

Concussion is a brain injury and ALL concussions are serious. A concussion may be defined as the immediate and transient impairment of neurological function. It may be a consequence of an individual's head striking an object (floor, another head, etc.), an object striking the head (ball, another head, bat, ball, stick etc.) or as a result of a sudden change of the direction of the head and neck (whiplash type of injury). Concussions generally cause specific SIGNS (things that can be observed by others) and SYMPTOMS (things that are reported by the athlete). Recognition and proper management of concussions can prevent further injury and even death. Recognition and appropriate management of concussions requires coordinated effort of a number of people as outlined in M.G.L.c.111, section 222 and 105 CMR 201.00

Purpose:

The purpose of this policy and these procedures are to provide standardized guidelines, expectations, instructions for persons involved in the prevention, training, management of concussions and the return to activity decisions regarding students who incur head injuries while involved in extracurricular activities in order to protect their health and safety. Natick Public Schools has designated its Athletic Director to oversee the implementation of policies and protocols governing the prevention and management of sports-related head injuries.

The designation "parent" will apply to parents and all legal guardians of student athletes.

Communications and Training

I. Informing Parents, Students and Staff of Policy on Head Injuries and Concussions in Athletics and Extracurricular Activities

- A. This policy, and all forms relative to this policy utilized by the school district, shall be included in all handbooks that students, and the parents of students, receive that participate in extracurricular activities covered by 105 CMR 201.000.
- B. This policy and all appropriate forms shall be posted on appropriate school websites;
- C. This policy and all appropriate forms shall be translated and explained to parents with limited English proficiency in their primary language on an as needed basis.

II. Notification of Parents of Suspected Head Injury or Concussion

A. A player's coach shall notify the student's parent in person, or by telephone, immediately following the practice or competition in which a player has been removed from play due to a suspected head injury, concussion, signs and symptoms of a concussion or loss of consciousness.

B. By the end of the next business day the coach must provide the parents/guardian in writing (on paper), or in electronic format, information regarding the injury.

III. Notification of Athletic Director, Certified Athletic Trainer and School Nurse of Suspected Head Injury or Concussion

A coach, or his or her designee, shall notify the Athletic Director, Certified Athletic Trainer, and School Nurse that a player has been removed from play due to a suspected head injury, concussion, signs and symptoms of a concussion or loss of consciousness by completing the *Report of Head Injury Form* by the end of the next business day.

IV. Training Required Per 105 CMR 201.007

A. Annual training is required regarding the prevention and recognition of sports-related head injury, and associated health risks including second impact syndrome, utilizing either the online course developed by the National Federation of High School Coaches, or the online course developed by the CDC, located at these websites: <http://www.nfhslearn.com/electiveDetail.aspx?courseID=15000> or http://www.cdc.gov/concussion/HeadsUp/online_training.html

B. Annual training must be completed by the following:

1. Coaches
2. Certified Athletic Trainers
3. Trainers
4. Volunteers
5. School and Team Physicians
6. School Nurses
7. Athletic Directors
8. Marching Band Directors
9. Teachers and Guidance Counselors
10. Parents of students who participate in extracurricular athletics, or extracurricular activities, that would be considered at risk for a head injury
11. Students who participate in extracurricular athletics, or extracurricular activities, that would be considered at risk for a head injury.

C. The written verification of completion of the annual training (either the certificate of completion from the on-line courses or a signed verification that written materials have been read and understood) will be kept on file by the following Department Heads:

1. Nurse Leader-all school nurses and the School Physician Consultant
2. Athletic Director- all members of the athletic staff, volunteers at any extra-curricular athletic activity, student athletes, Team Physician and parents or legal guardians of children who participate in any extracurricular athletic activity
3. Director of Health Education – all members of the physical education staff
4. Director of Music – Director of Marching Band

5. Athletic Director and Nurse Leader – teachers and guidance counselors

D. Handbooks distributed to staff, students and their parents will contain information prevention and recognition of sports-related head injury, and associated health risks including second impact syndrome. Information will be provided about the online course developed by the National Federation of High School Coaches, or the online course developed by the CDC, located at these websites:
<http://www.nfhslearn.com/electiveDetail.aspx?courseID=15000> or
http://www.cdc.gov/concussion/HeadsUp/online_training.html

E. For those parents unable to take the on-line training the school shall offer annually a school sponsored training program at which attendance is recorded.

F. Documentation of successful completion of training annually will be maintained by the Athletic Directors office.

G. Students shall **not** be allowed to participate in extracurricular activities unless both the student **AND** the parent have completed on-line training or other equivalent training.

H. Parents who have not demonstrated proof of completion of training will be contacted by mail and telephone by athletic department personnel. Athletic Department personnel will be available to meet with parents individually as appropriate to facilitate their understanding of the need for this training.

I. Mandatory annual training will be held for all coaches, certified athletic trainers, trainers and volunteers to:

1. Teach form, techniques, and skills and to promote protective equipment use to minimize sports-related head injury
2. Prohibit athletes from engaging in any unreasonably dangerous athletic technique that endangers the health or safety of an athlete such as using a helmet or any other sports equipment as a weapon.

J. Failure to comply with the school district's policy may result in penalties including but not limited to personnel sanctions and forfeiture of games, for failure to comply with provisions of the school district's or school's policy.

Documentation, Physical Examination, Reporting and Clearance/Return to Play

I. Pre-Participation Requirements

A. Physical Examination. Documentation of a physical examination prior to a student's participation in extracurricular athletic activities on an annual basis consistent with 105CMR 200.100(B)(3): Physical Examination of School Children. This pre-participation physical examination shall be placed in the students' health file per 105 CMR 201.015. Each student athlete must have a physical examination on an annual basis, i.e. within 12 or 13 months of the student's last physical examination (13 months is to allow for insurance coverage of the examination). Any student athlete who does **not** have a current physical on file with the nurse, prior to the first day of try-outs/practice, is **not** eligible to participate in any form until a new/updated physical is turned in to the nurse. If the student's physical examination expires during the sports season, they must have an updated physical examination to continue to participate in the sports season. All physicals are to be turned in to the nurse, not the coach.

B. Prior to each sports season completion of:

1. Parental/Student Athletic Consent Form
2. Sports Emergency Form
3. Pre-participation Head Injury Reporting Form including information about previous head injuries or concussions. If the student has sustained a previous head injury or concussion at any time, the student's physician will fill out the Post Head Injury /Concussion Medical Clearance form. The decision to allow a player who reported a history of multiple concussions on her/his pre-participation form shall be made only after consultation with the student's physician or primary care provider; the sports medicine or concussion specialist, if involved; the neuropsychologist, if involved, and the appropriate school athletic staff and the parent. The focus of Natick Public Schools will always be on protecting the health and safety of the student and avoiding long-term consequences that can occur from repeated concussions.

The pre-participation head injury form must be completed and signed by the parent/guardian and student and returned to the Athletic Director's office prior to the start of **every** sports season. **The student cannot participate in tryouts, practices or games, until the form is completed, reviewed by the nurse/athletic trainer, and filed in the Athletic Office.**

C. Information on pre-participation forms and documentation will be maintained by the school and reviewed by the athletes' coach, school nurse, athletic trainer and team physician as appropriate. Based upon the review a school may use a student's history of head injury or concussion as a factor to determine whether to allow the student to participate in an extracurricular athletic activity or whether to allow such participation under specific conditions or modifications.

D. Forms which indicate a history of head injury and Report of Head Injury forms will be reviewed by the school nurse. The school nurse may consult with the certified athletic trainer or the school physician as needed.

E. Students in high-risk sports for head and concussion injuries shall complete neuro-psychological testing at appropriate intervals during their interscholastic athletics career after receiving the consent of the students' parents. This testing will serve as a baseline to assist in any return to play decisions. Natick Public Schools use the IMPACT test.

F. Collection/Distribution of Pre-participation Forms: Natick Public Schools has the pre-participation forms available electronically at the School's website under the Athletic Department Section @ natickps.org. Hard copies of these forms are also available at the Athletic Department and/or the School Nursing office. The parent/student can bring the forms to the designated Sports Clearinghouse evening, mail, or hand deliver the completed and signed pre-participation form into the Natick High School's athletic department which will forward a copy to the school nurse. Sports Clearing House dates are published on the Athletic website, the clearinghouse occurs prior to each sports season.

II. Examination and Reporting

A. Any student who, in the judgment of the coach, Certified Athletic Trainer or other appropriately trained individual, during a practice or competition, sustains a head injury or suspected concussion, or exhibits signs and symptoms of a concussion, or loses consciousness, even briefly, shall be removed from the practice or competition immediately and may not return to the practice or competition that day. **This is mandated by Massachusetts Law.**

B. For Head Injuries sustained in Interscholastic Athletics, the *Report of Head Injury Form* shall be completed by the Coach or their designee, or Certified Athletic Trainer and form returned to the Athletic Director, School Nurse and Certified Athletic Trainer. For Head Injuries sustained **outside** of interscholastic athletics, the Report of Head Injury Form shall be completed by the school nurse, parent, or primary care physician. The individual completing the form shall notify the Coach, Certified Athletic Trainer, Athletic Director, School Nurse, and/or Parent as specified in 105CMR 201.010(c) and 105 CMR 201.010(d). This form shall be reviewed and placed in the students' health record as per 105 CMR 201.015

C. Students, who sustain head injuries outside MIAA sanctioned activities, will be provided the same classroom accommodations as defined in this document.

D. Based upon discussions with the student, parent and Certified Athletic Trainer, the student's physician or the school's team physician shall be notified as appropriate by the nurse, athletic trainer or parent for appropriate medical evaluation and follow-up.

E. Blank Copies of the *Report of Head Injury During Sports Season Forms* (or school-based equivalent) are kept in the School nurse's office and athletic director's office at NHS. These forms are also available in the school's athletic handbook and on line at the school athletic department website. Parents are made aware of their responsibility for completing the form in the event of a head injury occurring outside of extracurricular athletic activity through written materials at the start of the sports season. Forms will be submitted to the athletic director, coach or school nurse.

III. Medical Clearance and Return to Play

A. In the event that a student athlete receives a head injury, or is suspected of having a head injury, **the student will be removed from play and will not be returned to play or practice that day**. The coach should report the head injury to the certified athletic trainer or school nurse/physician as soon as possible, for medical assessment and management and for coordination of home instructions and follow-up care. The coach needs to complete a *Head Injury Form* on the student and send a copy of the completed form to the athletic trainer, the Athletic director, the school nurse and the student's parent/guardian by the end of the next business day. The certified athletic trainer or school nurse/physician will be responsible for contacting the athlete's parents and providing follow-up instructions. If the Athlete is injured off site or if the certified athletic trainer is unavailable, the coaching staff is responsible for notifying the athlete's parents of the injury and, if warranted, calls for emergency care. Coaches should seek assistance from the host site athletic trainer, coach or school nurse if at an away contest.

B. If the athlete is able to be sent home (rather than directly to MD):

1. The coach or athletic trainer will ensure that the athlete will be with a responsible adult, who is capable of monitoring the athlete and understanding the home care instructions, before allowing the athlete to go home;
2. The coach or athletic trainer will continue efforts to reach the parents;
3. If there is any question about the status of the athlete, or if the athlete is not able to be monitored appropriately, the athlete will be referred to the emergency department for evaluation. A coach or designee will accompany the athlete and remain with the athlete until the parents arrive, and
4. Athletes with suspected head injuries will not be permitted to drive home.

C. Parent/or legal guardian(s) will receive important information regarding signs and symptoms of deteriorating brain injury/function prompting immediate referral to a local emergency room as well as return to play requirements at the school. All symptomatic students will be referred to their primary care provider for evaluation.

1. When an athlete loses consciousness for any reason, the athletic trainer will start by activating EMS, recognize ABCs, stabilize the C-spine and transport the injured athlete to the local hospital via ambulance. If the athletic trainer is not present, the coach should call EMS immediately, check ABCs and not move athlete until help arrives.

2. Any athlete who is removed from the competition or event and begins to develop signs and symptoms of a worsening brain injury will be transported to the hospital immediately by ambulance.

WORSENING SIGNS AND SYMPTOMS REQUIRING IMMEDIATE PHYSICIAN REFERRAL:

1. Amnesia lasting longer than 15 minutes
2. Deterioration in neurological function
3. Decreasing level of consciousness
4. Decrease or irregularity in respirations
5. Decrease or irregularity in pulse
6. Increase in blood pressure
7. Unequal, dilated, or un-reactive pupils
8. Cranial nerve deficits
9. Any signs or symptoms of associated injuries, spine or skull fracture, or bleeding
10. Mental-status changes: lethargy, difficulty maintaining arousal, confusion, agitation
11. Seizure activity
12. Vomiting/ worsening headache
13. Motor deficits subsequent to initial on-field assessment
14. Sensory deficits subsequent to initial on-field assessment
15. Balance deficits subsequent to initial on-field assessment
16. Cranial nerve deficits subsequent to initial on-field assessment
17. Post-Concussion symptoms worsen
18. Athlete is still symptomatic at the end of the game
19. In the event the student athlete is transported by EMS the athletic trainer or coach should notify the student's parent/guardian and the Athletic Director.

D. The student shall not return to practice or competition unless and until the student provides medical clearance and authorization as specified in 105 CMR 201.011. Parent(s) or legal guardian(s) as well as student athletes must read and sign the *Concussion Information and Gradual Return to Play* form and bring it back to the certified athletic trainer before starting with the return to play protocol. All symptomatic students will be referred to their primary care provider for evaluation. Athletes who experience signs or symptoms of a concussion should not be allowed to return to play.

E. Each student who is removed from practice or competition and subsequently diagnosed with a concussion shall have a written graduated reentry plan for return to full academic and extracurricular athletic activities.

1. The plan shall be developed by the school nurse, student's teachers, the student's guidance counselor, certified athletic trainer if on staff, neuropsychologist if available or involved, parent, members of the building-based student support and assistance team or individualized education program team as appropriate and in consultation with the physician who is managing the student's recovery and will be responsible for clearing the student to return to academic and extracurricular athletic activities (student's primary care provider, team physician, the physician who made the diagnosis or the physician managing the student's recovery).

2. Following a diagnosed concussion made by a healthcare provider, the student athlete will take a **post-injury test within 24 to 48 hours following the head injury. STUDENT ATHLETES WILL NOT BE ALLOWED TO MOVE ONTO FUNCTIONAL/PHYSICAL TESTING UNTIL THEIR IMPACT**

TEST IS BACK TO THE BASELINE SCORE AND THEY ARE ASYMPTOMATIC. After a student athlete takes their first post-injury test, they will not be re-tested again for (five) **5 days**.

3. If after the first post-injury ImPACT test the athlete is not back to his/her baseline, parent(s) or legal guardian(s) will be notified, and the student athlete will be referred back to their healthcare provider and must have the *Concussion Information and Gradual Return to Play Form* signed by a physician, licensed neuropsychologist, nurse practitioner or certified athletic trainer stating when the athlete is allowed to return play.
4. Following a post-injury test, the certified athletic trainer will take the *Concussion Information and Gradual Return to Play Form* signed by the parent(s) or legal guardian(s) and fill in the date of all post-injury tests taken by each student athlete.
5. The certified athletic trainer will also document the date in which the athlete is asymptomatic and sign the document agreeing that all the above statements are true and accurate.
6. Once the athlete completes the exertional post concussions tests, the parents will be notified, and the athlete will be sent home with all signed documents relating to head injury. At this time, the parent(s) or legal guardians must bring their student athlete to a licensed physician, licensed neuropsychologist, nurse practitioner, or certified athletic trainer to be medically cleared for participation in extracurricular athletic activities.
7. Once a student athlete's post-injury test is back at the student athlete's baseline score, they will go through 5 days of Exertional Post Concussion Tests. The student athlete must be asymptomatic for all functional and physical tests to return to play (RTP). All tests will be administered by a certified athletic trainer.
8. The written plan shall include instructions for students, parents and school personnel, addressing but not be limited to: Graduated return to athletic plans will begin only after a student has returned to full participation in academics and is completely symptom free at rest.

IV. Gradual Return to Play Protocol

RETURN TO PLAY WILL OCCUR ONLY AFTER THE FOLLOWING STEPS HAVE BEEN COMPLETED, IN THE ORDER LISTED BELOW:

- A. Parent/Guardian reads and signs the *Concussion Information and Gradual Return to Play Protocol*.
- B. Post injury ImPACT® test completed when athlete returns to school. Post-injury ImPACT® test must be back to baseline before continuing with the Physical Post Concussion Tests. Parent/Guardian will be notified, and athlete referred to their health care provider, if first post injury ImPACT® test is not back to baseline. Post-injury ImPACT® test will continue every five (5) days until baseline is attained.
- C. Athletic trainer verifies that the Physical Post Injury Tests were administered, and the athlete was asymptomatic. Athlete must finish Physical Post Injury Tests, even if athlete has been cleared by their health care provider.
- D. Athlete may not participate in practice or play until written clearance by an appropriate health care professional: physician (MD, DO) or nurse practitioner (NP) AND with completion of the Physical Post Injury Tests.
- E. Completed signature form returned to athletic trainer.

F. Athlete reads and signs the Concussion Information.

G. Athletic trainer notifies coach and gives copies of completed form to director of athletics and school nurse.

H. Written reentry plans will be signed by the student, their parent/guardian, the school nurse, the lead teacher/guidance counselor, athletic trainer so that all parties are in agreement as to the plan for reentry. Frequent or periodic assessments by the school personnel including the nurse, athletic trainer, school physician or team physician as appropriate may be necessary until full return to classroom activities and extracurricular athletic activities are authorized by medical staff. A copy of the plan will be kept in the student's medical record.

V. Return to School

A. Physical and cognitive rest as appropriate;

B. Graduated return to extracurricular athletic activities and classroom studies as appropriate, including accommodations or modifications as needed;

C. Estimated time intervals for resumption of activities;

D. Frequency of assessments, as appropriate, by the school nurse, school physician, team physician, certified athletic trainer, or neuropsychologist if available until full return to classroom activities and extracurricular athletic activities are authorized

E. A plan for communication and coordination between and among school personnel and between the school, the parent, and the student's primary care provider, the schools team physician, the physician who made the diagnosis and who is managing the student's recovery will be implemented.

F. The student must be completely symptom free (a normal or baseline score on the post-concussion symptom scale, as well as an ImPACT neuro-cognitive exam that is returned to baseline for students who have a valid baseline on file) and medically cleared as defined in 105 CMR 201.011 in order to begin graduated reentry to extracurricular athletic activities.

Each student who is removed from practice or competition for a head injury or suspected concussion, or loses consciousness, even briefly, or exhibits signs and symptoms of a concussion, shall obtain and present to the Athletic Director, Certified Athletic Trainer, and school nurse, a Medical Clearance and Authorization Form, prior to resuming the extracurricular athletic activity. This form must be completed by a physician or one of the individuals as authorized by 105 CMR 201.011(A). The ultimate return to play decision is a medical decision that may involve a multidisciplinary approach, including consultation with parents, the school nurse and teachers as appropriate.

G. Only the following individuals may authorize a student to return to play:

- A duly licensed physician
- A duly licensed certified athletic trainer in consultation with a licensed physician
- A duly licensed nurse practitioner in consultation with a licensed physician; or
- A duly licensed neuropsychologist in coordination with the physician managing the students return.

H. The School's Physician in consultation with the School Nurse/Athletic Trainer will serve as final authority regarding the ability of a student to return to extracurricular athletics after suffering from a head or concussive injury if necessary.

Natick Athletics Return to Play Protocol for Concussions

Any athlete suspected of a head injury shall not return to practice or a game on the same day of the suspected head injury. The athlete must have medical clearance from an appropriate health care professional (certified athletic trainer, primary care physician, or neurologist) before he or she can resume practice or competition.

When the athlete has been symptom free for a period of 24 hours the graduated return to play protocol as shown below will be followed.

With this stepwise progression, the athlete should continue to proceed to the next level if asymptomatic at the current level for a period of 24 hours. If any post-concussion symptoms occur while in the stepwise program, then the athlete should drop back to the previous asymptomatic level and try to progress again after a further 24-hour period of rest has passed.

The athlete must report to the certified athletic trainer every school day following a concussion to monitor signs and symptoms and progress through the Return to Play Protocol until the certified athletic trainer clears the athlete for full participation.

Rehabilitation Stage	Functional Exercise at Each Stage of Rehabilitation	Objective of Stage
Level X: No Activity Date: _____	Complete physical and cognitive rest	Recovery
Level 1: Light Aerobic Exercise Date: _____ S&S reported after exercise and within 24-hour period.	Walking or stationary cycling Keeping intensity <70% MPHHR; NO resistance training	Increase HR
Level 2: Sport-Specific Exercise Date: _____ S&S reported after exercise and within 24-hour period.	Running/skating drills; no head impact activities	Add Movement
LEVEL 3: Non-Contact Training Drills Progression to more complex training drills Date: _____ S&S reported after exercise and within 24-hour period.	Progression to more complex training drills, e.g. Passing/shooting drills; may start progressive resistance training	Exercise, coordination and cognitive load
LEVEL 4: Full Contact Practice Date: _____ S&S reported after exercise and within 24-hour period.	Following medical clearance, participate in normal training activities	Restore confidence and assess functional skills coaching staff

LEVEL 5: Return to Play Date: _____	Normal game play	
Parent/Guardian Signature: _____ Date: _____		

*Resources: "Consensus Statement on Concussion in Sport, 3rd Annual International Conference on Concussion in Sport held in Zurich, November 2008" found in the Clinical Journal of Sports Medicine – Volume 19, Number 3, May 2009. pp 185-194
 "Suggested Guidelines for Management of Concussion in Sports" National Federation of High Schools (NFHS) Sports Medicine Advisory Committee. 2009.*

VI. Record Maintenance and Reporting

A. The school district, consistent with any applicable state and federal law, shall maintain the following materials for 3 years or at a minimum until the student graduates:

1. Verifications of completion of annual training and receipt of materials.
2. Pre-participation Forms
3. Report of Head Injury Forms
4. Medical Clearance and Authorization Forms
5. Graduated re-entry plans for return to full academic and extracurricular activities.

B. The school district shall make these records available to the Department of Public Health and the Department of Elementary and Secondary Education, upon request or in connection with any inspection or program review.

1. The school district will report on an annual basis, the total number of Report of Head Injury Forms received by the school; and
2. The total number of students who incur head injuries and suspected concussions when engaged in any extracurricular activities.

VII. Roles and Responsibilities of the Athletic Director

The athletic director shall be responsible for overseeing the development, implementation and revision of all policies, procedures and protocols regarding the school's systems management of Head Injuries and Concussions in Extracurricular Athletic Activities.

A. The Athletic Director shall participate in the development and biannual review of the policies and procedures required by 105 CMR 201.006 for the prevention and management of sports-related head injuries within the school district or school.

B. The Athletic Director shall complete the annual training as required by 105 CMR 201.007.

C. The Athletic Director, unless school policies and procedures provide otherwise, shall be responsible for:

1. Ensuring that the training requirements for staff, parents, volunteers, coaches and students are met, recorded, and records are maintained in accord with 105 CMR 201.016;

2. Ensuring that all students meet the physical examination requirements consistent with 105 CMR 200.000: Physical Examination of School Children prior to participation in any extracurricular athletic activity;
3. Ensuring that all students participating in extracurricular athletic activities have completed and submitted Pre-participation Forms prior to participation each season; Coaches are responsible for communicating immediately following the practice/competition with the parent/guardian of any student removed from practice or competition as directed in 105 CMR 201.010 (C) and with the Athletic Director and School Nurse as directed in CMR 201.010 (D).
4. Ensuring that student Pre-participation Forms are reviewed according to 105 CMR 201.009(A);
5. Ensuring that Report of Head Injury Forms are completed by the parent or coach and reviewed by the coach, school nurse, certified athletic trainer and school physician as specified in 105 CMR 201.009.
6. Ensuring that athletes are prohibited from engaging in any unreasonably dangerous athletic technique that endangers the health or safety of an athlete, including using a helmet or any other sports equipment as a weapon
7. Reviewing, updating and implementing policy every two years and including updates in annual training and student and parent handbooks.
8. Reporting annual statistics to the Department in accord with 105 CMR 201.017

VIII. Responsibilities of Coaches

A. Coaches shall be responsible for:

1. Completing the annual training as required by 105 CMR 201.007;
2. A certificate of completion must be submitted to the Athletic Director annually.
3. Reviewing Pre-participation Forms, or school-based equivalents, so as to identify those athletes who are at greater risk for repeated head injuries;
4. Completing a Report of Head Injury Form upon identification of a student with a head injury or suspected concussion that occurs during practice or competition;
5. Receiving and reviewing forms that are completed by a parent which report a head injury during the sports season, but outside of an extracurricular athletic activity, so as to identify those athletes who are at greater risk for repeated head injuries; and forward by the next business day to Athletic Director, Athletic Trainer and School Nurse.
6. Transmitting promptly forms in 105 CMR 201.013(A)(2) and (3) to the school nurse for review and maintenance in the student's health record;
7. Teaching techniques aimed at minimizing sports-related head injury;
8. Discouraging and prohibiting athletes from engaging in any unreasonably dangerous athletic technique that endangers the health or safety of an athlete, including using a helmet or any other sports equipment as a weapon; and
9. Identifying athletes with head injuries or suspected concussions that occur in practice or competition and removing them from play.

B. Coaches are responsible for communicating immediately following the practice/competition with the parent/guardian of any student removed from practice or competition as directed in 105 CMR 201.010(C) and with the Athletic Director and school nurse as directed in 105 CMR 201.010(D).

IX. Responsibilities of the Certified Athletic Trainers

Certified athletic trainers, if on staff, shall be responsible for:

1. Participating in the development and biannual review of the policies and procedures required by 105 CMR 201.006 for the prevention and management of sports-related head injuries within the school district or school;
2. Completing the annual training as required by 105 CMR 201.007;
3. A certificate of completion must be submitted to the Athletic Director annually.
4. Reviewing information from Pre-participation Forms which indicate a history of head injury and from Report of Head Injury Forms to identify students who are at greater risk for repeated head injuries;
5. Identifying athletes with head injuries or suspected concussions that occur in practice or competition and removing them from play; and
6. Participating, when available, in the graduated reentry planning and implementation for students who have been diagnosed with a concussion.
7. Conducting the gradual return to play exertional protocol on the student athlete to verify return to play.

X. Responsibilities of the School Nurse

- A. Participating in the development and biannual review of the policies and procedures required by 105 CMR 201.006 for the prevention and management of sports-related head injuries within the school district or school;
- B. Completing the annual training as required by 105 CMR 201.007;
- C. A certificate of completion must be submitted to the Nurse Leader annually;
- D. Reviewing, or arranging for the school physician to review, completed Pre-participation Forms that indicate a history of head injury and following up with parents as needed prior to the student's participation in extracurricular athletic activities;
- E. Reviewing, or arranging for the school physician to review, Report of Head Injury Forms and following up with the coach, Athletic Director, Athletic Trainer and parent as needed
- F. Maintaining:
 1. Pre-participation Forms, or school-based equivalents, and
 2. Report of Head Injury Forms, or school-based equivalents, in the student's health record;
- G. Collaborating with the student's guidance counselor in the graduated reentry planning for students who have been diagnosed with a concussion to discuss any necessary accommodations or modifications with respect to academics, course requirements, homework, testing, scheduling and other aspects of school activities consistent with a graduated reentry plan for return to full academic and extracurricular athletic activities after a head injury and revising the health care plan as needed;
- H. Monitoring recuperating students with head injuries and collaborating with the student's guidance counselor and teachers to ensure that the graduated reentry plan for return to full academic and extracurricular athletic activities required by 105 CMR 201.010(E) is being followed; and
- I. Providing ongoing educational materials on head injury and concussion to teachers, staff and students.

XI. Responsibilities of Teachers/Academic Support Personnel

- A. Participate in annual concussion/brain injury education.
- B. Participate in the planning, evaluation and implementation of a graduated academic re-entry plan. Observation and evaluation of student's behavior and cognition during recovery and report any changes to School Nurse.
- C. Designating one teacher to participate in the development and biannual review of the policies and procedures required by 105 CMR 201.006 for the prevention and management of sports-related head injuries within the school district.

XII. Responsibilities of Guidance Counselor

- A. Participate in annual concussion/brain injury training.
- B. Monitor the academic accommodation process
- C. Coordinate the academic plan with the teacher, student, parent and nurse.

The Athletic Director, Coaches, Certified Athletic Trainers and School Nurses, whether employed directly by the school or through contracted means shall be responsible for duties and responsibilities outlined in 105 CMR 201.012 – 201.015.

XIII. Responsibilities of the Parent/Student

Every year, student athletes and their parents will participate in an educational training on concussions and submit a certificate of completion to the Athletic Director prior to participating.

State Concussion Law Requirements: The Commonwealth of Massachusetts Executive Office of Health and Human Services requires that all high schools subject to the Massachusetts Interscholastic Athletic Association (MIAA) rules adhere to the following law:

1. Parents and student-athletes who plan to participate in any sports program in Natick Public Schools must also take one free online course about concussions per school year. Two free online courses have been made available and contain all the information required by the law.
2. The first online course option is offered through the National Federation of High School Coaches. You will need to click the "order here" button and complete a brief information form to register. At the end of the course, you will receive a completion receipt. The entire course, including registration, can be completed in less than 30 minutes:
<http://www.nfhslearn.com/electiveDetail.aspx?courseID=15000>
3. The second online course option is offered through the Centers for Disease Control and Prevention at: http://www.cdc.gov/concussion/HeadsUp/online_training.html

B. Parents/Students must complete the annual training and bring the certificate to the athletic office or the student will be unable to participate.

C. Parents/Guardians must complete the Pre-participation head injury form and submit the completed form to the Athletic Office

D. Because of limited English skills, some parents may be unable to communicate with school personnel and may feel isolated from the school community. Natick Public Schools makes every attempt to communicate effectively with parents with limited English proficiency. Natick Public Schools will translate materials as requested. In the event a student receives a concussion or is suspected of having a concussion Natick Public School Athletic Director's office should notify the parent in the appropriate language. Interpreters are available by contacting the principal's office.

XIV. Compliance

A. Natick Public Schools takes the safety of student athletes seriously. All members of the school staff are expected to follow these policies and protocols to support the health and safety of student athletes. The underlying philosophy of these policies is "when in doubt, sit them out". Failure to comply with the letter or spirit of these policies could result in progressive discipline for staff and/or forfeiture of games. If students or parents have concerns that the policies are being violated, they should contact the superintendent or principal and also place their complaint in writing with a request for resolution.

B. Failure to comply with Natick Public Schools Concussion Policy may result in penalties, including but not limited to personnel sanctions and/or forfeiture of games.

XV. Policy and Procedures Review and Revision

A. The Athletic Director is responsible to ensure policies and procedures regarding sports related head injuries shall be developed reviewed and revised every two (2) years as per 105 CMR 201.006. These policies and procedures shall be developed, reviewed and revised by a team consisting of:

1. School Administrator
2. School Nurse
3. School or Team Physician
4. Athletic Director
5. Certified Athletic Trainer
6. Guidance Counselor
7. Teacher

Approved by the Natick School Committee: February 27, 2012



Athletic Discipline Code

Eligibility for student participation in the athletic program will be governed by the MIAA Blue Book entitled "Rules and Regulations Governing Athletics" and particularly its' Part IV as supplemented by this code. All athletes are subject to the rules and regulations of the NHS Student Discipline Code and are therefore subject to disciplinary action for violation(s) therein. In addition, the following violations are also subject to the Athletic Program Discipline Code:

Inappropriate behavior will result in action taken at the discretion of the individual coach after conferring with the Athletic Director and the School Administration. This action may range from a warning, loss of eligibility for the contest immediately following the violation, or immediate suspension from the team depending on the severity of the violation. Note: Participation on a Natick High School athletic team is a privilege that carries with it a number of responsibilities. Responsible behavior from all student athletes and captains (co-captains) is the clear expectation during and beyond the season(s) of play to include the summertime and school vacations. A record of poor behavior on the part of any student athlete both during the season and beyond may provide the coach, athletic director, or principal with sufficient reason to remove a student from any athletic team or team captaincy. A student athlete may be suspended or removed from a team and a captain may be relieved of his/her position for violation of team, department or school rules. Any decision of this nature will be a joint decision of the coach and Athletic Director and must be approved by the principal.

Chemical Health – MIAA rule 62.1: During the season of practice or play, a student shall not, regardless of the quantity, use or consume, possess, buy/sell or give away any beverage containing alcohol; any tobacco product; marijuana; steroids; or any controlled substance. This policy includes products such as "NA or near beer." It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student's own use by his/her doctor. This rule represents only a minimum standard upon which schools may develop more stringent requirements. This MIAA statewide minimum standard is not intended to render guilt by association, e.g. many student athletes might be present at a party where only a few violate this standard. If a student is in violation of this rule and is unable to participate in interscholastic sports due to injury, academics or otherwise, the penalty will not take effect until the student is able to participate again.

Minimum Penalties

First Violation: When the principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next consecutive interscholastic contest totaling 25% of all interscholastic contests in that sport. For the student, these penalties will be determined by the season the violation occurs. No exception is permitted for a student who becomes a participant in a treatment program. It is recommended that the student be allowed to remain at practice for the purpose of rehabilitation. All decimal part of an event will be truncated i.e. All fractional part of an event will be dropped when calculating the 25% of the season.

NHS Captain's Rule: If a captain of a team is involved in violation of the above rule, the captaincy will be revoked as well.

Second and Subsequent Violations: When the principal confirms, following an opportunity for the student to be heard, that a second or subsequent violations have occurred, the student shall lose eligibility for the next consecutive interscholastic contest totaling 60% of all interscholastic contests in that sport. For the student, these penalties will be determined by the season the violation occurs. All decimal part of an event will be truncated i.e. All fractional part of an event will be dropped when calculating the 60% of the season.

If the second or subsequent violations the student of his/her own volition becomes a participant in an approved chemical dependency program or treatment program; the student may be certified for reinstatement in MIAA activities after a minimum of 40% of events. All decimal part of an event will be truncated i.e. All fractional part of an event will be dropped when calculating the 40% of the season. The Director or Counselor of a Chemical Dependency Treatment Center must issue such certification.

Penalties shall be cumulative each academic year, if the penalty period is not completed during the season of violation, the penalty will carry over to the student's next season of actual participation, which may affect the eligibility status of the student in the next academic year.

Violation During the Off-Season: If a chemical health violation occurs in the off-season during the school year, the student shall lose eligibility for the next consecutive interscholastic contests totaling 25% of all interscholastic contests of the subsequent athletic season of play in which that student is a participant. This penalty shall carry over to the next academic year if the penalty period is not completed during the school year in which the violation occurred. **The Captain's Rule** also applies to the off-season during the school year.

Pursuant to the provisions of MIAA Rule 19, a student may appeal any disciplinary action taken against him/her for infractions of Sections 1 and 2 above to the principal. The Athletic Director will be present at this Appeal Hearing to advise the principal.

Athletic Program

Natick High School is a member of the Bay State Athletic Conference comprising twelve (12) high schools: Braintree, Brookline, Dedham, Framingham, Milton, Needham, Newton North, Norwood, Walpole, Weymouth and Wellesley. The athletic program at Natick High School offers a very diversified choice of sports to each student for his or her participation.

Season	Boys	Girls
Fall	Football Soccer Cross Country Golf (co-ed)	Cheerleading (co-ed) Cross Country Field Hockey Soccer Swimming Volleyball
Winter	Basketball Swimming Ice Hockey Wrestling Track (Indoor) Alpine Skiing	Basketball Cheerleading (co-ed) Track (Indoor) Gymnastics Ice Hockey Alpine Skiing
Spring	Baseball Track (Outdoor) Tennis Volleyball Lacrosse	Softball Track (Outdoor) Tennis Lacrosse Sailing (co-ed)

Attendance Requirements (Participation Athletic Contests/Practice)

The Board of Control (M.I.A.A.) recommends that each school establish an attendance requirement for participation of athletes for games and practices. Following is the attendance requirement for Natick High School: Rules and Regulations Governing Athletic M.I.A.A. (Selected Recommendations and Policies).

A. Absence/Illness

1. Students absent from school on any given day because of illness may not participate in a game or practice scheduled for that day (12:01 am - 12:00 midnight). Should the next day fall on a weekend day, permission to practice or play in a game must be sought through procedures outlined in Sect. C.
2. Students absent from school for three or more days must present a note to the nurse, signed by the parent, indicating that the student is well enough to continue his/her participation in an athletic program.

B. Absence/Extenuating Factors

1. Students absent from school for personal reasons (other than illness) must seek the permission to practice or play in a game through procedures outlined in Section C.

2. Students truant from school on a given day will not be eligible to play in a game or practice for that day.
3. Students, who have been suspended from school for disciplinary infractions, will not be eligible to play or attend a game or practice for the duration of the number of day's suspension. (Day = 12:01 am - 12:00 midnight.) Ineligibility begins when suspension takes effect.

C. Procedure for consideration to play/practice

1. Parent of student must contact either the principal or the vice principal concerning the matter no later than 12:00 noon of the day in which a game or practice is scheduled. If the game/practice falls on a weekend day, parent contact must be made by 3:00 pm, Friday.
2. Under no circumstances can a student who is absent from school as described in Section A, #1 (second sentence), #2 and Section B participate in a practice or a game without the approval of either the principal or vice principal and athletic director.

Sportsmanship - Bay State Conference

If any student in any sport willfully, flagrantly or maliciously attempts to injure an opponent, he/she shall not participate in any sport season for one year from the date of the incident. ("Fighting" does not apply to this section unless warranted in the judgment of the game official).

Hearings and Appeals

1. Any student who violates the above Bay State Conference - (Sportsmanship) rule will have a due process hearing with his/her principal as soon as possible after the incident. The athletic director will be the investigative officer for this hearing.
2. If after fully investigating the incident, the principal feels there is merit in appealing the decision, he/she will formally ask the Conference for an appeal hearing.
3. Letters explaining the incident must be signed by the principal and sent to: President of the Conference, Opposing Principal, Opposing Athletic Director, and Commissioner of Officials/Game Officials.
4. Contact will be made with the principal of the school identifying the incident or allegation to be reviewed. The principal or designee will be required to attend the forum with all relevant parties (e.g. student, coach, athletic director) at a specific time and place. Game officials, if appropriate, will be invited to participate. Game officials must submit an incident report whenever appropriate or requested.
5. The hearing will be conducted by a committee of principals and athletic directors, to be assigned by the President of the Bay State Conference.
6. Prior to the beginning of the hearing, the Chairperson will announce the format and time frame for each element of the session. For example, the principal will present his/her position. Committee/panel members may ask clarifying questions. Those representing opposition to the position will be given specific time to present their position. The committee/panel will follow-up with clarifying questions. The appellant will be given specific time to "rebut". The Chairperson will allow each side to summarize after the committee/panel has asked its questions of all parties.

7. Upon completion of the hearing, the Chairperson will indicate that the review will be taken under advisement and that the principal will be notified in writing of the results.