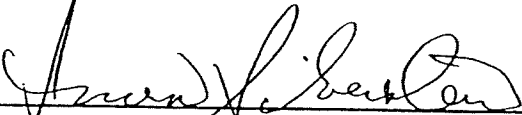


SCHOOL COMMITTEE POLICY  
NEEDHAM PUBLIC SCHOOLS

FILE

ICC

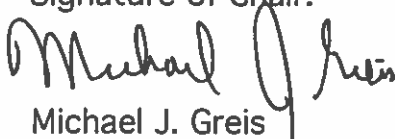
Policy for: OPENING DAY OF SCHOOL	Revision 1
Date Approved by School Committee:  April 27, 1999	Signature of Chair:  Page 1 of 1

Each year, the Superintendent of Schools will recommend to the School Committee a date for the opening day of school that is deemed to be in the best interest of the educational needs of children in the Needham Public Schools and that meets contractual obligations. The School Committee will approve a date for the opening of school.

SCHOOL COMMITTEE POLICY  
NEEDHAM PUBLIC SCHOOLS

FILE

IGA

Policy for:  INSTRUCTIONAL PROGRAM OF THE NEEDHAM PUBLIC SCHOOLS	Revision 1
Date Approved by School Committee:  February 25, 2020	Signature of Chair:  Michael J. Greis

Page 1 of 1

The primary responsibility of the Needham Public Schools is to equip all children with the knowledge, skills, and attributes that will prepare them to be:

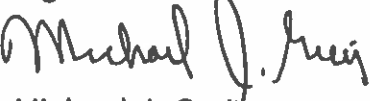
- Creative Thinkers and Problem Solvers
- Communicators and Collaborators
- Socially and Culturally Responsive Contributors
- Responsible and Resilient Individuals
- Empowered Learners

The curriculum, which is designed to fulfill this obligation, is aligned to current state standards and employs effective instructional practices. It is reviewed periodically, documented in a standard format, and published online in appropriate curriculum/program guides.

SCHOOL COMMITTEE POLICY  
NEEDHAM PUBLIC SCHOOLS

FILE

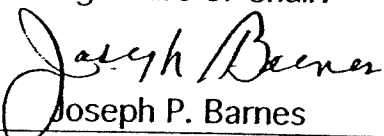
IGAC

Policy for:  TEACHING ABOUT RELIGION	Revision 1
Date Approved by School Committee:  February 25, 2020	Signature of Chair:  Michael J. Greis
Page 1 of 1	

Religion is an important part of the historical, cultural, literary, artistic, and social development of nations throughout the world. For this reason, it is appropriate to include the role of religion and its influence on human institutions as part of a secular educational program.

When presented in a classroom as part of a well-articulated curriculum, instruction should promote understanding, tolerance, and respect for religion within the context of a pluralistic society. In the Needham Public Schools, religion will be discussed from a cultural and historical perspective in a neutral, objective, and factual manner.

SCHOOL COMMITTEE POLICY  
NEEDHAM PUBLIC SCHOOLS

		FILE	IGAG
Policy for:  TEACHING ABOUT DRUGS, ALCOHOL, AND TOBACCO		Revision  1	
Date Approved by School Committee:  May 5, 2009	Signature of Chair:  Joseph P. Barnes	Page 1 of 2	

In accordance with state and federal law, the District will provide age-appropriate, developmentally based drug and alcohol education and prevention programs in grades K-12.

The drug and alcohol education program will address the legal, social, and health consequences of drug, alcohol, and tobacco use. It will include special instruction as to the effects upon the human system - the emotional, psychological and social dangers of such use with emphasis on nonuse by school age children and the illegal aspects of such use. The program also will include information about effective techniques for resisting peer pressure to use illicit drugs or alcohol.

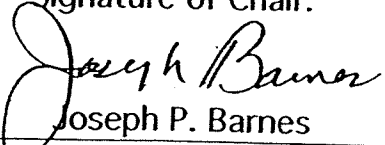
The objectives of this program, as stated below, are rooted in the Committee's belief that prevention requires education, and that the most important aspect of the policies and guidelines of the District should be the education of each individual to the dangers of drugs, alcohol, and tobacco.

- To educate students about the physical, mental, emotional, and social effects of drugs, alcohol, and tobacco.
- To develop the ability to make intelligent choices about the use of alcohol and other drugs based on facts and to develop the courage to stand by one's own convictions.
- To encourage the adoption of appropriate attitudes toward pain, stress, and discomfort and to develop a variety of positive coping skills for working through difficult challenges.
- To understand that personal, social and economic problems can lead to misuse of drugs and alcohol.
- To understand the importance of seeking professional advice when dealing with problems relating to physical and mental health.
- To develop an interest in preventing illegal use of drugs and alcohol in the community.

SCHOOL COMMITTEE POLICY  
NEEDHAM PUBLIC SCHOOLS

FILE

IGAG

Policy for:  TEACHING ABOUT DRUGS, ALCOHOL, AND TOBACCO	Revision  1
Date Approved by School Committee:  May 5, 2009	Signature of Chair:  Joseph P. Barnes
Page 2 of 2	

In addition to maintaining the above type of meaningful drug, alcohol, and tobacco educational curricula, the Needham Public Schools will provide information regarding agencies where a student may seek counseling and assistance regarding drugs, alcohol, tobacco, or related problems.

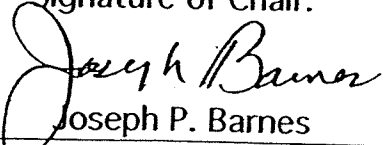
The curriculum, instructional materials and outcomes used in this program will be recommended by the Superintendent and approved by the School Committee.

LEGAL REFS: M.G.L.71:1

SCHOOL COMMITTEE POLICY  
NEEDHAM PUBLIC SCHOOLS

FILE

IGAG

Policy for:  TEACHING ABOUT DRUGS, ALCOHOL, AND TOBACCO	Revision  1
Date Approved by School Committee:  May 5, 2009	Signature of Chair:  Joseph P. Barnes
Page 2 of 2	

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The curriculum, instructional materials and outcomes used in this program will be recommended by the Superintendent and approved by the School Committee.

LEGAL REFS: M.G.L.71:1

SCHOOL COMMITTEE POLICY  
NEEDHAM PUBLIC SCHOOLS

FILE

IGAI

Policy for: PARENTAL NOTIFICATION RELATIVE TO SEX EDUCATION	Revision
Date Approved by School Committee: August 19, 1997	Signature of Chair:  Page 1 of 2

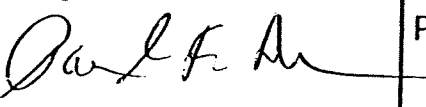
The Needham School Committee has adopted this policy on the rights of parents and guardians of Needham Public School students in relation to curriculum that primarily involves human sexual education or human sexuality issues.

At the beginning of each school year, all parents/guardians of students in the Needham schools will be notified in writing of the courses and curriculum to be offered that primarily involve human sexual education 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 the planned curriculum 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 sexuality 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.

SCHOOL COMMITTEE POLICY  
NEEDHAM PUBLIC SCHOOLS

		FILE	IGAI
Policy for: PARENTAL NOTIFICATION RELATIVE TO SEX EDUCATION		Revision	
Date Approved by School Committee: August 19, 1997	Signature of Chair: 	Page 2 of 2	

- 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.

It is expected that a parent/guardian who is dissatisfied with a decision of the principal concerning notice, access to instructional materials, or exemption for the students under this policy will work with the principal to resolve the issues. If agreement is not reached, the parent/guardian 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 four weeks of the request.

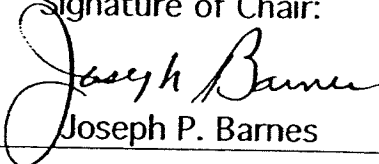
A parent/guardian who is still dissatisfied after this process may send a written request to the Commissioner of Education or designee for review of the issue in dispute.

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

Legal Reference: General Laws, Chapter 71, Section 32A



SCHOOL COMMITTEE POLICY  
NEEDHAM PUBLIC SCHOOLS

		FILE	IGBG
Policy for: HOME OR HOSPITAL EDUCATIONAL SERVICES		Revision 2	
Date Approved by School Committee: May 5, 2009	Signature of Chair:  Joseph P. Barnes	Page 1 of 1	

A student with a documented medical condition resulting in confinement or expected confinement to home or hospital for fourteen days or more during any school year is eligible to receive home or hospital educational services.

These services will be provided upon receipt of a physician's written order verifying that the student must remain at home or in the hospital for medical reasons for fourteen days or more in a school year. The medical statement should include the date the student was admitted to the hospital or confined to home, the medical reason and expected duration of the confinement, and what medical needs should be considered in planning the student's educational services.

The educational services to be provided will be coordinated by the Principal or her/his designee. For special education students, the Principal will coordinate such services with the Administrator of Special Education. The educational services will be provided with sufficient frequency to allow the student to continue his or her educational program as long as such services do not interfere with the medical needs of the student.

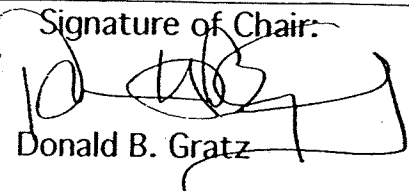
If, in the opinion of the student's physician, a special education student is likely to remain at home, in a hospital, or in a pediatric nursing home for medical reasons and for more than 60 school days in any school year, the Administrator of Special Education will convene a Team to consider evaluation needs, and, if appropriate, to amend the existing IEP or develop a new IEP suited to the student's unique circumstances.

LEGAL REFERENCE: 603 CMR 28.03 (3) (c) and 28.04 (4).

SCHOOL COMMITTEE POLICY  
NEEDHAM PUBLIC SCHOOLS

FILE

IGBH

Policy for:  HOME SCHOOLING	Revision  1
Date Approved by School Committee:  April 1, 2008	Signature of Chair:  Donald B. Gratz
Page 1 of 2	

The Needham School Committee recognizes both its obligation to maintain appropriate educational standards and programs for all children in the district and the rights of parents/guardians to educate their children at home.

The Massachusetts General Law requires the School Committee to determine that a Home Schooling program meets the minimum local standards prior to approving such a program.

When a parent or guardian of a student below the age of 16 wishes to establish a home-based educational program for his/her child, the following procedures will be followed in accordance with the law, prior to the removal of a child from public school by a parent/guardian and/or prior to commencing a home instruction program:

- The parent/guardian will submit written notification to the Superintendent 14 days before the program is established, and resubmit notification on an annual basis as long as the child or children are being educated in a home-based environment.
- The parent/guardian will submit in writing the name, age, place of residence, and a proposed curriculum of instruction addressing the factors outlined below, for each child in the program.

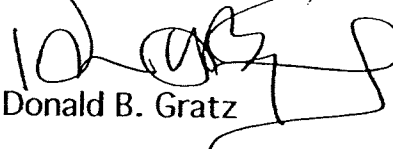
Factors to be considered by the Superintendent or School Committee in deciding whether or not to approve a home schooling proposal may include:

1. The proposed curriculum and the number of hours of instruction in each of the proposed subjects.
2. The competency of the people educating the children.
3. The textbooks, workbooks and/or programs to be used.
4. Periodic evidence of achievement to ensure educational progress and the attainment of minimum standards.

SCHOOL COMMITTEE POLICY  
NEEDHAM PUBLIC SCHOOLS

FILE

IGBH

Policy for:  HOME SCHOOLING	Revision  1
Date Approved by School Committee:  April 1, 2008	Signature of Chair:  Donald B. Gratz

Page 2 of 2

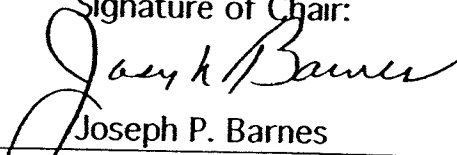
A student being educated in a home-based program may be granted access to public school activities of curricular, co-curricular and/or extracurricular nature if the class or activity is developmentally appropriate, scheduling is practical and space is available, established criteria for participation in the class or activity have been met by the student, and if participation has the prior approval of the school Principal and the Superintendent.

A home schooled student attending a school based activity must follow school rules or the student will lose the right to participate in the program or activity.

A home schooled student will not be granted a diploma in the Needham Public Schools.

LEGAL REFS.: M.G.L. 69:1D; 76:1, Care and Protection of Charles  
Care and Protections of Charles - MASS. Supreme Judicial Court 399 Mass. 324  
(1987)

SCHOOL COMMITTEE POLICY  
NEEDHAM PUBLIC SCHOOLS

Policy for:		FILE	IHB
CLASS SIZE		Revision	3
Date Approved by School Committee:	Signature of Chair:	Page 1 of 1	
October 6, 2009	 Joseph P. Barnes		

The Needham School Committee is committed to favorable class sizes at all grade levels as an important element of the learning experience for students. Thus, the school committee will maintain reasonable class sizes, to the extent possible, in all classrooms throughout the school system.

The principal will assign students according to their individual needs and this could impact overall class size within a school.

Recommended class sizes are listed below, with the understanding that these are guidelines rather than absolute limits requiring strict, literal adherence:

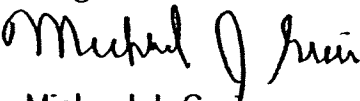
<u>GRADE LEVEL</u>	<u>CLASS SIZE</u>
K - 3	18 - 22
4 - 5	20 - 24
6 - 12	Reasonable Class Size

In the event a class size exceeds the guidelines, it will be the prerogative of the superintendent of schools in consultation with the building principal to discuss changes that they may deem appropriate. If, in the judgment of the superintendent, it is necessary to take action that would affect the budget, such as increasing professional staffing, a recommendation will be brought to the school committee for formal approval.

SCHOOL COMMITTEE POLICY  
NEEDHAM PUBLIC SCHOOLS

IHBEA

FILE

Policy for:  ENGLISH LANGUAGE LEARNERS	Revision
Date Approved by School Committee:  March 3, 2009	Signature of Chair:  Michael J. Grejs
Page 1 of 2	

State and federal laws require that students in our public schools who do not speak English or whose native language is not English AND who currently cannot perform ordinary classroom work in English receive instruction that is specifically designed to assist them both in learning English and in learning subject matter content. These students may be referred to as Limited English Proficient (LEP) students or as English Language Learners (ELLs).

When a new student enters the school district, it is the district's obligation to determine if the student is LEP. The district will identify students whose home language may not be English through home language surveys that identify the Primary Home Language as Other Than English (PHLOTE), or through observations, intake assessments and recommendations of parents, teachers and other persons. Identified students will be assessed annually to determine their level of proficiency in the English language.

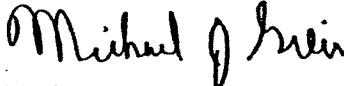
The district will provide suitable research-based language instructional programs for all identified English Language Learners in grades Kindergarten through 12 in accordance with the requirements of state and federal statutes and Massachusetts Department of Elementary and Secondary Education regulations and guidance.

Each year, the district will certify to the Massachusetts Department of Elementary and Secondary Education (MDESE) those students for whom the home language is not English, and will include specification of the number of non-English languages identified as home languages and the number and percent of students who speak each non-English language as their home language.

SCHOOL COMMITTEE POLICY  
NEEDHAM PUBLIC SCHOOLS

FILE

IHBEA

Policy for:		Revision
	ENGLISH LANGUAGE LEARNERS	
Date Approved by School Committee:	Signature of Chair:  Michael J. Greis	Page 2 of 2
March 3, 2009		

The district will provide additional information as required by the MDESE to comply with the No Child Left Behind Act.

Legal Ref.: 20 U.S.C. 3001 et seq. (language instruction for limited English proficient and immigrant students contained in the No Child Left Behind Act of 2001)

442 U.S.C. 2000d (Title VI of the Civil Rights Act of 1964)  
603 CMR 14.00

SCHOOL COMMITTEE POLICY  
NEEDHAM PUBLIC SCHOOLS

FILE: IIAE

Policy for:  TEXTBOOK CONFLICT OF INTEREST	Revision  0
Date Approved by School Committee: 3/13/90	Signature of Chairman: <i>Margaret Murphy</i>
Page 1 of 1	

The Needham Public Schools considers materials authored by a person(s) employed by the Needham Public Schools in the same manner as materials offered by a person(s) not associated with the Needham Public Schools. To avoid conflict of interest, the author(s) should not have a voting role in the selection of those specific materials purchased by the school system nor should the author(s) receive royalties on those materials purchased by the school system. In addition, objective criteria and standards will be employed to aid in the unbiased selection of these materials. However, should the author(s) receive royalties from the purchase, the monies (less any tax) should be used to defray the cost of the materials for the school system.

SCHOOL COMMITTEE POLICY  
NEEDHAM PUBLIC SCHOOLS

FILE

IICA

Policy for:  FIELD TRIPS, Including Overnight Trips	Revision  2
Date Approved by School Committee:  <i>May 17, 2005</i>	Signature of Chair:  <i>Paul F. Genova</i>
Page 1 of 5	

The Needham School Committee recognizes that Field Trips can provide students with useful learning opportunities. The School Committee expects staff to give appropriate consideration to student grade levels, maintaining time and learning standards, and student health and safety when planning and conducting Field Trips.

- I. Definitions. The following definitions apply for the purpose of this policy:
  - a. Academic Field Trips include all off-campus trips that are organized as part of a class curriculum. Participation by all members of the class is expected.
  - b. Extra-Curricular Field Trips are those off-campus trips that are organized by a school-sponsored club or group. Participation is voluntary. Away games or matches that are part of the athletic program are considered Extra-curricular Field Trips under this definition.
  - c. When an Academic Field Trip or Extra-curricular Field Trip is planned to occur between midnight and 6 a.m. or to require a student to stay overnight away from home, the procedures for planning and approving Overnight Trips apply.
- II. Approval process
  - a. The building principal, in consultation with the Superintendent, is responsible for the approval of all Field Trips that do not constitute Overnight Trips. Staff must seek and obtain such approval before Trip arrangements and/or fundraising plans are finalized. For athletic teams or other extracurricular groups who routinely travel as part of their activities, the coach or advisor need submit only one proposal for the season.



SCHOOL COMMITTEE POLICY  
NEEDHAM PUBLIC SCHOOLS

FILE

IICA

Policy for:  FIELD TRIPS, Including Overnight Trips	Revision  2
Date Approved by School Committee:  <i>May 17, 2005</i>	Signature of Chair:  <i>Paul F. Benoy</i>

Page 2 of 5

- b. Initial approval by the school committee is required for all overnight trips when they are first instituted. Once such initial approval is granted, the teacher, advisor and/or athletic coach must obtain approval for subsequent trips from the superintendent. The Superintendent will develop administrative guidelines for all preparations to be in place prior to granting of final approval. Such preparations will include at a minimum, all logistical details involving transportation, accommodation arrangements and fundraising efforts. Where practicable, final approval must be sought from the Superintendent no less than 30 days prior to scheduled Trip dates.

III. Transportation for Overnight Trips

- a. The Needham Public Schools generally will contract with a commercial carrier to provide the primary transportation for Overnight Trips. The superintendent or designee will be responsible for assessing the safety record and reputation of the transportation provider. Only carriers that are licensed for passenger transportation by the Federal Motor Carrier Safety Administration (FMCSA) and do not have a safety rating of "conditional" or "unsatisfactory" will be used. Where the primary transportation planned for an Overnight Trip is other than by commercial carrier, the form of transportation will be noted on the Consent/Waiver forms set forth in Section VII (Consents and Waivers).
- b. Any contract with a private carrier must prohibit the use of subcontractors unless approved by the Superintendent. The Superintendent shall not approve use of any subcontractor unless the subcontractor meets the criteria referenced in above in paragraph (a) of this section.

SCHOOL COMMITTEE POLICY  
NEEDHAM PUBLIC SCHOOLS

FILE

IICA

Policy for:  FIELD TRIPS, Including Overnight Trips	Revision  2
Date Approved by School Committee:  <i>May 17, 2005</i>	Signature of Chair:  <i>Paul F. Amory</i>
Page 3 of 5	

IV. Chaperones, Background Checks, and Trip Planning

- a. The level of chaperone coverage for Field Trips is subject to the approval of the principal.
- b. The Superintendent shall ensure that a CORI check has been conducted for all individuals (including parent volunteers and drivers) who may have direct and unmonitored contact with students while on a Field Trip as set forth in Mass. Gen. L. Chapter 71, Section 38R.
- c. Trip itineraries must leave enough time for drivers to rest in conformity with federal hour-of-service requirements. Whenever practicable, Trip schedules should avoid planning student travel between the hours of midnight and 6:00 a.m.

V. Student behavior

Students participating in any Field Trip are expected to conduct themselves in a manner appropriate to the circumstances of the Trip, including but not limited to adhering to general school rules and codes of conduct, as well as rules that have been established for the Trip. In the event a student fails to meet this expectation, the school staff may contact the student's parents, and staff shall have the discretion to send the student home. The student's parent or guardian shall be responsible for any additional expense incurred in such circumstances. Students may also be disciplined in accordance with the school's Code of Conduct.

SCHOOL COMMITTEE POLICY  
NEEDHAM PUBLIC SCHOOLS

FILE

IICA

Policy for:  FIELD TRIPS, Including Overnight Trips	Revision  2
Date Approved by School Committee:  <i>May 17, 2005</i>	Signature of Chair:  <i>Paul F. Denny</i>

Page 4 of 5

VI. Fundraising

- a. Fundraising events and activities may be planned to offset the costs of Field Trips. Any such fundraising shall take place in accordance with the Needham Public Schools' policy on fundraising.
- b. Where an individual fee is charged for an Academic Field Trip, the principal may provide a partial or full scholarship to a student if, due to financial hardship, such scholarship is necessary to allow a student's participation. However, no student is guaranteed a full or partial scholarship for the purpose of attending any Field Trip.

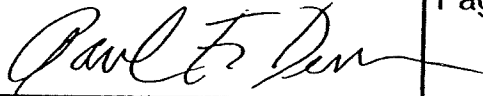
VII. Consents and Waivers

- a. A consent form signed by the student's parent/guardian is required prior to a student taking part in an Academic Field Trip.
- b. A consent and waiver form signed by the student (if appropriate) and the student's parent/guardian is required prior to a student taking part in any Extracurricular Field Trip. The waiver will include any and all claims related to or arising out of the Field Trip as well as those claims related to/arising out of cancellation by the Superintendent as described in Section VIII below. For athletic teams or other extracurricular school groups that routinely travel as part of their activities, parents/students may submit one consent/waiver form to cover all events for the season.
- c. The consent forms set forth in Paragraphs a. and b. above must contain appropriate authorization for emergency medical care and administration of medication.

SCHOOL COMMITTEE POLICY  
 NEEDHAM PUBLIC SCHOOLS

FILE

IICA

Policy for:  FIELD TRIPS, Including Overnight Trips	Revision  2
Date Approved by School Committee:  <i>May 17, 2005</i>	Signature of Chair:  

Page 5 of 5

VIII. Cancellation

The Superintendent reserves the right to cancel any field trips up until the time of departure for any reason. In such event, school officials will make a reasonable effort to obtain a refund of monies paid by students and parents. However, such refunds are not guaranteed.

IX. Non-school Sponsored Trips

Teachers and other school staff sometimes privately conduct educational tours or trips involving the participation of Needham students. The School Committee neither sanctions nor prohibits such activities, nor assumes any responsibility for them. Teachers and other school staff are prohibited from soliciting students for privately run trips through the school system.

Teachers and other school staff are expected to clearly state that such trips are not school-sponsored and that the Needham School Committee and the Needham Public Schools do not sanction the trip or assume any responsibility.

**Legal References:**

Mass. Gen. L. Chapter 71, Section 37N  
Mass. Gen. L. Chapter 71, Section 38R  
603 C.M.R. 27.00

**Cross References:**

Policy DFC: Grants, Gifts, and Solicitations  
Policy JFCC/EEACC: Student Conduct on School Buses  
Policy JFCH/JFCI: Use of Drugs or Alcohol

**Additional Resources:**

Federal Motor Carrier Safety Administration (FMCSA) Carrier Ratings  
<http://www.safesys.org>

Department of Defense's approved list of motor carriers  
<http://www.mtmc.army.mil/content/504/approvedlist.pdf>

5/18/2005

SCHOOL COMMITTEE POLICY  
NEEDHAM PUBLIC SCHOOLS

		FILE	IICC
Policy for:		Revision	
SCHOOL VOLUNTEERS		1	
Date Approved by School Committee:	Signature of Chair:	Page	
June 3, 2008	Michael Greis	1 of 1	

The Needham School Committee, recognizing and appreciating the valuable contributions that volunteers can make to the school system, strongly encourages citizens to volunteer their time and services to assist the schools in the important mission of educating students.

All volunteer activities will be conducted at the discretion of the building principal. Volunteers will not have access to student records or other confidential information.

All volunteers will be subject to compliance with School Committee policy ADDA: Criminal Offender Record Information (CORI).

SCHOOL COMMITTEE POLICY  
NEEDHAM PUBLIC SCHOOLS

FILE

IJ

Policy for:

INSTRUCTIONAL MATERIALS

Revision

Date Approved by  
School Committee:

April 24, 2018

Signature of Chair:



Aaron Pressman

Page 1 of 2

The School Committee believes that instructional materials (including print, digital and other media) that are appropriate to the needs of the school program and advance the educational objectives of the district should be available to each student and teacher.

These materials will be furnished by the School Committee, subject to budgetary constraints.

The task of selecting instructional materials and programs will be delegated to the professional staff of the school system. Since appropriate instructional programs and materials are core to realizing the mission of the district, only those that meet the following criteria will be acceptable for use in the Needham Public Schools:

1. They will present multiple perspectives of international, national, and local issues and problems of the past, present, and future.
2. They will provide materials that stimulate growth in factual knowledge, analytical skills, literary appreciation, aesthetics, and ethical values.
3. They will help students develop abilities in critical reading, thinking, reasoning, and analysis.
4. They will promote the development of cultural competence and help develop an appreciation of cultural diversity in the United States and throughout the world.
5. They will provide for all students an effective basic education that does not discriminate on the basis of race, color, sex, homeless status, gender identity, religion, national origin, sexual orientation, disability, or age.

SCHOOL COMMITTEE POLICY  
NEEDHAM PUBLIC SCHOOLS

FILE

IJ

Policy for:

INSTRUCTIONAL MATERIALS

Revision

Date Approved by  
School Committee:

April 24, 2018

Signature of Chair:



Aaron Pressman

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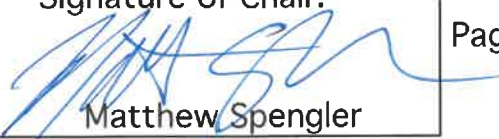
6. They will allow sufficient flexibility for meeting the special needs of individual students and groups.
  
7. They will be aligned to the current curriculum standards and practices.

LEGAL REFERENCE: M.G.L. 71:48; 71:49; 71:50

BESE REGULATIONS 603 CMR 26.00

CROSS REF: KEC, Public Complaints about the Curriculum or Instructional Materials



Policy for:	Revision
<b>SELECTION AND ADOPTION OF LIBRARY/MEDIA RESOURCES</b>	0
Date Approved by School Committee:	Signature of Chair:
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### General Statement

The library media centers in the Needham Public Schools exist to support teaching and learning in grades PreK-12, to encourage the development of critical thinking skills, to foster a love of learning and reading and to provide access to informational and recreational materials for its school communities. They support all learners to develop literacy, literature, research, information, and technology skills. They promote and advance the use of print and digital resources to support, enhance, and extend classroom curriculum. It is the duty of the professional staff to provide students with a wide range of materials at varying levels of difficulty with diverse content by and about a wide array of people and cultures to authentically reflect a variety of perspectives and experiences.


This policy provides guidelines for material selection for all library media centers in the Needham Public School System.

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### Selection Principles

The School Committee and the Needham Public Schools endorse the American Library Association Library Bill of Rights and selection guidelines, upon which these selection principles are based.

1. Provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities, and maturity levels of the students served.
2. Provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards.
3. Provide accurate and authentic factual content from authoritative sources that will enable students to make intelligent judgments in their daily lives.

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4. Provide materials that represent different viewpoints of controversial issues so that students may develop the practice of critical reading and thinking.
5. Provide a global perspective and promote diversity by including materials by authors and illustrators of all religious, ethnic, and cultural groups.
6. Place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive collection appropriate for the users of the library.

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### **Selection Criteria**


The following criteria will be considered when adding material to the collection. Purchases and donations should:

- Meet the needs of the individual student and be based on knowledge of students, the curriculum, and requests of faculty, students, and families
- Foster love of reading, spark curiosity for learning, and inspire the development of imagination
- Reflect consideration of Award winners and starred reviews and best sellers
- Include a diversity of identities and perspectives
- Encourage global connections and multiple viewpoints
- Support learning goals and curriculum
- Strengthen social and emotional development
- Provide age appropriate content
- Reflect current trends and high quality standards
- Include texts for a variety of learning abilities
- Be in acceptable condition
- Balance need with cost

SCHOOL COMMITTEE POLICY  
NEEDHAM PUBLIC SCHOOLS

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Gift materials will be evaluated by the criteria outlined above and gifts that meet these criteria will be accepted under the gift policy of the Needham School Committee.

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### Responsibility for Material Selection

The Needham School Committee delegates the responsibility for the selection of learning resources to the professional staff as agents of the School Committee.

The selection process is a collaborative effort involving administrators, teachers, students, and library media specialists. Initial purchase suggestions for library materials may come from any member of the school community. The responsibility for coordinating and recommending the selection and purchase of library media materials rests with the library media specialists. Final approval and authority for the purchase of library materials will rest with the Superintendent or the Superintendent's designee.

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### Collection Maintenance

Maintaining the library collection is an ongoing process; the professional staff will deselect and remove material on a regular basis.

The following criteria will be considered when removing material from the collection:

- Physical condition
- Currency
- Accuracy
- Diversity
- Age appropriacy
- Relevancy and usage


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### Procedure for Dealing with Challenged Materials

SCHOOL COMMITTEE POLICY  
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Despite the careful selection of library resources and the qualification of those involved in the selection process, objections to library resources that are deemed offensive or inappropriate may occur. Any resident, employee, or student of the school district may express an informal concern or formal request for reconsideration of a library resource.

The review process, *Procedures for Dealing with Library Materials Challenges*, is posted on the district website.

Policy for: <b>STAFF RESPONSIBLE USE OF DIGITAL RESOURCES</b>	Revision  1
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**Technology Resources Purpose:**

Access to network resources, electronic communications, the Internet, database systems, devices and other information technology (IT) resources is essential to the mission of the Needham Public Schools (NPS). The purpose of these resources is primarily to develop, deliver, and support quality educational materials in the pursuit of excellence in teaching and learning and to efficiently manage the day-to-day operations of the NPS.

Information Technology will be used in a manner consistent with the educational mission of the Needham Public Schools. The user will exercise good and professional judgment in the use of shared resources, software, intellectual property rights, ownership of information and system security. Professional behavior and communication are expected at all times. All home use of NPS devices and district-provided accounts and resources must adhere to the terms and conditions of acceptable use as outlined in this policy. Use contrary to this policy (IJNDB-1) is unacceptable and prohibited.

Use of any of the schools' IT resources by any user will constitute acceptance of the terms of this policy and of any further amendments. All staff will sign an acknowledgment that they have read the Staff Responsible Use policy. A failure to comply with the acknowledgement provision does not relieve a user of the obligations and responsibilities of the Responsible Use Policy.

**Privacy:**

Employees should have no expectation or guarantee of privacy when using the schools' IT resources whether their use takes place during or outside working hours. All actions including, but not limited to, information stored, accessed, viewed or written are logged and accessible by the Administration. The NPS has the right to monitor, quarantine, backup, move, archive and/or delete, and access all electronic files, local or remote, on systems managed by the district.

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All actions performed by employees in regards to the schools' IT resources are legally discoverable and could be subpoenaed by a court of law and are potentially considered to be public records under Massachusetts and federal statute.


**Data Confidentiality:**

Some employees, as part of their jobs, have access to confidential information such as personal data about identifiable individuals. Personally identifiable information remains confidential; employees are expected to use appropriate judgment and caution in communications concerning students and staff. Employees are strictly prohibited from acquiring access to and/or disseminating such confidential information unless access to and/or dissemination is authorized and required by their jobs. Digital information may be subject to federal (FERPA) and state privacy statutes.

Employees are expected to exercise reasonable judgment in the use of private student data and only as part of their employment responsibilities with the Needham Public Schools. This includes the use of electronic student data that may be transported on devices, computers, drives, and in other ways to and from the workplace. If an employee suspects or believes private student data and records have been lost, stolen, or otherwise compromised, the employee should immediately notify her/his supervisor.

**Curriculum and Resources:**

Resources used to create digital learning experiences as part of an employee's responsibilities with the NPS may be pre-approved and accessible by the appropriate administrator (Department Head, Director, Principal, or other District Administrator) to ensure program consistency, continuity, safety, and liability. Employees must adhere to appropriate copyright laws and guidelines when developing, using, and/or reproducing protected material.

Policy for: <b>STAFF RESPONSIBLE USE OF DIGITAL RESOURCES</b>		Revision  1
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**Email and the Public Records Law:**

Email messages concerning official school business are generally considered public record information that is subject to disclosure under the Massachusetts Public Records Law. (M.G.L. Chapter. 66 Section 10: M.G.L., Chapter 4, Section 7(26)).

Documents prepared in anticipation of litigation or to reply to a Freedom of Information Act (FOIA) should not be disclosed without prior approval from the Superintendent.

**Professional Communication and Practices:**


Employees should communicate in a professional manner. Communication between and among staff, students, and families should be educationally relevant, including the use of social media.

Supervisors may choose to approve the form and content of work-related communication prior to dissemination.

**Social Media Use:**

Social media encompasses online platforms and technologies that enable users to create, share, and interact with digital content, fostering various forms of communication and community building. Within the Needham Public Schools, this can facilitate engagement among students, parents/caregivers, teachers, and community members, strengthening connections, promoting shared goals, and creating a sense of belonging.

When using communication tools such as social media as part of their professional role and responsibilities, employees of the Needham Public Schools are representing the District. It is the expectation of the District that employees model behaviors that are inclusive and supportive of the Mission and Vision of the Needham Public Schools.

Policy for: <b>STAFF RESPONSIBLE USE OF DIGITAL RESOURCES</b>	Revision  1
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Employees are required to adhere to the expectations shared in the NPS Social Media Guidelines. This document is reviewed regularly and updated as needed based on trends, initiatives and needs of the District.

**Social Media Accounts/Sites Representing Needham Public Schools:**


All Social Media accounts/sites created for the purpose of sharing information about the District must be first approved by the building Principal and should make clear they are maintained by an NPS staff member and are required to be created, maintained and linked to an active district email account.

Employees who maintain the social media accounts/sites should have no expectation of privacy in regards to the content, private messaging or posts produced or associated with the account/site. Transparency and accountability for all content, private messaging and posts enables efficient collaboration, ensures alignment with the District's policies and fosters public trust. This includes, but is not limited to, scheduled posts, direct messages, comments on public posts, shared materials, and any drafts or archived data associated with the account/site.

Content regarding students (including personal identifiable information) shall not be posted on any Needham Public Schools website or social media account/site unless they are approved for photo release.

The Superintendent and their designees have the right to monitor accounts or sites created using NPS accounts, and employees who maintain the accounts/sites will be required to furnish administrative passwords upon request.

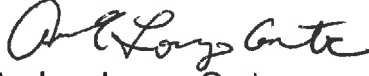


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**Prohibited Uses:**

Each employee is responsible for their actions involving information technology and their electronic files, passwords and accounts. Examples of prohibited use of school IT include, but are not limited to, the following:

1. Any use that violates any federal, state or local law or regulation, including copyright laws, or violates a School Committee policy;
2. Any use to harass, discriminate, threaten, defame, demean or intimidate;
3. Any use that involves material or language that is vulgar, profane, obscene, fraudulent, offensive, sexually explicit or sexually suggestive;
4. Any use for private financial gain, advertising, online gambling or solicitation purposes;
5. Conducting private business that is not incidental in nature;
6. Fundraising for any non-school sponsored purpose, whether non-profit or for-profit;
7. Downloading, using or copying software in violation of a license agreement or copyright;
8. Infringing on intellectual property rights;
9. Connecting any device not owned and managed by the NPS to the internal school network (other than the "Open" wireless access to the Internet) without permission from the technology administrator;
10. Obtaining confidential information about students and/or their families for non-school related activities or sharing confidential information about students or employees for non-school related activities;
11. Sending mass electronic mailings or chain letters, excessive printing, spending excessive amounts of time on the Internet that interferes with the employee's official duties and responsibilities; or otherwise creating unnecessary network traffic;
12. Revealing one's password to anyone else, using another's password, or pretending to be someone else when sending information over the school network;
13. Forgery or attempted forgery;
14. Gaining or attempting to gain unauthorized access to any device or network [i.e. hacking];

Policy for: <b>STAFF RESPONSIBLE USE OF DIGITAL RESOURCES</b>		Revision  1
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15. Any misuse or disruption of school IT, including intentional physical misuse or damage, or any breach or attempt to breach the security features of school IT;
16. Any communication that represents personal views as those of the schools or that could be interpreted as such;
17. Any communication that violates generally accepted rules of electronic mail or device etiquette and/or professional conduct;
18. Posting pictures or audio, or identifiable information of students, administration, faculty, and the parents of students that is not educationally relevant;
19. Failure to report a breach of school IT security to the employee's supervisor;
20. Using District resources for union business that is not incidental in nature;
21. Any other misuse identified by District administration.

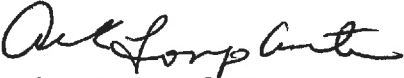
Employees who have a question or need further clarification about these prohibitions should seek guidance from their building principal or supervisor.

**Responsibility for Laptops/Mobile Devices Issued to Faculty and Staff:**

An employee who has been issued a laptop or other mobile device is responsible for the equipment at all times in school and outside of school. Upon the conclusion of an individual's employment with the Needham Public Schools, the employee will return all school issued technology and technology devices.

**Responsibility for Unauthorized Charges, Costs or Illegal Uses:**

NPS assumes no responsibility for any unauthorized charges made by employees, including but not limited to credit card purchases, subscriptions, long distance telephone charges, equipment and line costs, or for any illegal use of its devices, such as copyright violations.

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**Disclaimer on Liability:**

NPS makes no warranties of any kind, either expressed or implied, that the functions or the services provided by or through its network will be error-free or without defect. The District will not be responsible for any damages users may suffer, including but not limited to, loss of data or interruptions of service, or personal, physical, psychological, or monetary damages. Users are responsible for backing up their own data. The District will not be responsible for unauthorized financial obligations arising through the employee use of digital resources.

This policy is not all-inclusive. NPS reserves the right to notify an employee of any other impermissible action regarding the use of the device or Internet. Due to the rapid evolution of technology this policy will need periodic review.

**Violation of the Policy:**

Violation of any portion of this policy may result in disciplinary and/or legal action, and/or including possible suspension or dismissal.

**References:**

- Children's Internet Protection Act (CIPA)
- Title XIV: Child Online Protection Act (COPA)
- Family Educational Rights and Privacy Act (FERPA)

# Needham Public Schools Staff Social Media Guidelines

From engaging conversations to sharing valuable resources, the Needham Public Schools community benefits from authentic connections made through social media. These platforms allow us to share information, learn together, inspire one another, and even extend the classroom experience beyond the walls of our schools. However, while social media can be a fun and enriching tool, it's important to remember that in the online world, the lines between personal and professional, public and private, can sometimes blur. To help navigate this digital landscape responsibly and represent our school community with pride, we've created these social media guidelines for you to follow. Let's work together to harness the power of social media for good, fostering a safe, positive, and enriching online environment for all.

## What is Social Media?

Social media encompasses online platforms and technologies that enable users to create, share, and interact with digital content, fostering various forms of communication and community building. These platforms include, but are certainly not limited to, Facebook, Instagram, X, and Threads.

## Setting up Social Media

Assistance in setting up social media accounts and their settings can be obtained from your building Technology Integration Specialist. Remember to review the Staff Responsible Use Policy (JNDB) first.

## Don't Tell Secrets

It's perfectly acceptable to talk about your work and have a dialog with the community, but it's not okay to publish confidential information. Confidential information includes things such as student information, grades, or any other confidential information that would identify individuals. We must protect and respect the privacy of our students, staff, parents, and school community.

## Protect Your Own Privacy

Privacy settings on social media platforms should be set to allow anyone to see profile information similar to what would be on the Needham Public Schools website. Privacy settings that might allow others to post information or see information that is personal should be set to limit access. Be mindful of posting information that you would not want the public to see.

## Be Transparent

We believe in being transparent online. Use your real name, be clear who you are, and identify that you work for the Needham Public Schools. Do not post anonymously, using pseudonyms or false screen names. Do not write anything that is dishonest, untrue, or misleading. What you publish will be around for a long time, so consider the content carefully and also be cautious about disclosing personal details.

## Be the first to respond to your own mistakes

If you make an error, be up front about your mistake and correct it quickly. If you choose to modify an earlier post, make it clear that you have done so. If someone accuses you of posting something improper (such as their copyrighted material or a defamatory comment about them), handle it professionally and reach out to your Principal for support.

## Use your time wisely

It's easy to burn time using Social Media. Make sure that the time you spend interacting on social media platforms, particularly during the work day, is productive, enriching, and supportive of your professional responsibilities.

## What is Personally Identifiable Information?

Think of your personal identifiable information (PII) as anything that could reveal who you are. This includes your name, address, social security number, phone number, email, and even seemingly less obvious things like your birthday and zip code. It's also anything that lets someone contact you directly, like your home phone number or email address.

## Use Good Judgment

Respect and protect your audience and partners, the public in general, and Needham Public School's staff and community. They reflect a diverse set of customs, values and points of view. Don't be afraid to be yourself, but do so respectfully. This includes not only the obvious (no ethnic slurs, offensive comments, defamatory comments, personal insults, obscenity, etc.) but also proper consideration of privacy. Remember, when you are posting from a school-approved Social Media account, you are representing the Needham Public Schools.

## Photography on Social Media

It's important to remember that you can't share images/likenesses of students on social media unless they are approved for photo release. Check in with your Main Office if you have questions about this. Additionally, be courteous of your colleagues - ask for permission before posting a photo of them.

## Quality matters

Use a spell-checker. If you're not design-oriented, ask someone who is to review your social media presence, and take their advice on how to improve it. The speed of being able to publish your thoughts is both a great feature and a great downfall of social media. The time to edit or reflect must be self-imposed. If in doubt over a post, or if something does not feel right, either let it sit and look at it again before publishing it, or ask someone else to look at it first.

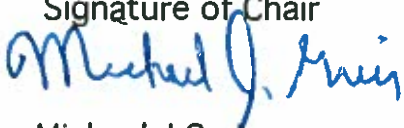
## Enforcement

It is expected that all members of the Needham Public School community use social media platforms in a way that is consistent with our educational mission and policies. Should a staff or student deliberately attempt to violate these guidelines or the District's Responsible Use Policy, Needham Public Schools may restrict, suspend, or terminate access to Needham Public School's social media channels. Policy violations may also be subject to additional disciplinary action.

## Respect Copyright Laws

It is critical that you show proper respect for the laws governing copyright and fair use or fair dealing of copyrighted material owned by others. You should never quote more than short excerpts of someone else's work, and always attribute such work to the original author/source. It is good general practice to link to others' work rather than reproduce it.



Policy for: <b>STUDENT RESPONSIBLE USE OF DIGITAL RESOURCES</b>	Revision  0
Date Approved by School Committee:  October 21, 2014	Signature of Chair  Michael J. Greis

### Technology Resources Purpose

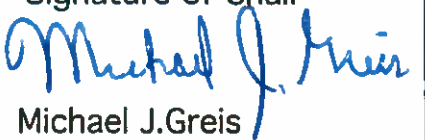
Access to network resources, electronic communications, the Internet, database systems, computers and other information technology (IT) resources will be used in a manner consistent with the mission and values of the Needham Public Schools (NPS).

The purpose of our information technology resources is to help us communicate, collaborate, create, integrate, transfer, research, and apply knowledge; record, track, store, and develop quality educational materials in the pursuit of excellence in teaching and learning. Toward this end, the NPS provides a number of IT services to students. By accepting access to these services, students are charged with the responsibility to use them appropriately.

### Supervision and Monitoring

Use of NPS computers and servers is subject to the following terms and conditions.

- The use of technology resources is a privilege that may be revoked at any time.
- District administrators have the authority to deny, revoke, or suspend individual user accounts.
- Files stored on the NPS servers and devices are not private. NPS reserves the right to examine all data stored on servers, networked computers and individual computers to ensure that students are in compliance with this policy.

Policy for: <b>STUDENT RESPONSIBLE USE OF DIGITAL RESOURCES</b>	Revision  0
Date Approved by School Committee:  October 21, 2014	Signature of Chair  Michael J. Greis

### Student Access

Each student and his/her parent or guardian are required to sign and submit an acknowledgement that they together have reviewed the Responsible Use of Digital Resources Policy and agree that the student will comply with its terms. Students 18 or over must sign the acknowledgment for themselves.

### Student Email

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


### Student Roles and Responsibilities

Students will adhere to the following rules for appropriate use

- 1. Respect and protect the integrity, availability, and security of all electronic resources.**

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

- Resources shall be used in a manner consistent with the mission of the NPS.

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

## 2. Respect and protect the intellectual property of others.

Students will follow guidelines regarding the use of work belonging to or created by others as outlined in the student handbook. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies acceptable use of that work, students will follow those expressed requirements when using the work.

- Students will not plagiarize the work of others. Students must



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properly cite the work of others in schoolwork and research papers


- Students will not infringe copyrights. Students may not make illegal copies of music, games, movies, software, or other materials under copyright.

### 3. Provide for the safety and privacy of self and others

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

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



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Date Approved by School Committee:  October 21, 2014	Signature of Chair  Michael J. Greis

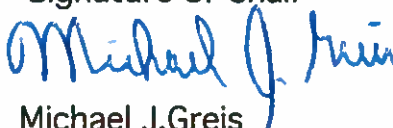
**4. Respect and practice the principles of community.**

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

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

**Consequences for Violation**

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

Policy for: <b>STUDENT RESPONSIBLE USE OF DIGITAL RESOURCES</b>		Revision  0
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### Implementation of this Policy

The Superintendent of Schools or his/her designee(s), shall develop and implement administrative regulations, procedures, terms and conditions for use and user agreements consistent with the purposes and mission of the Needham Public Schools as well as with applicable laws and this policy.


All network connections, hardware, and software procured, maintained, or managed by the NPS for student use remain the property of the NPS.

### Legal References

#### Children's Online Privacy Protection Act (COPPA)


Congress enacted the Children's Online Privacy Protection Act, 15 U.S.C. §6501, et seq. (COPPA) in 1998. COPPA required the Federal Trade Commission to issue and enforce regulations concerning children's on-line privacy. The Commission's original COPPA Rule became effective on April 21, 2000. The Commission issued an amended Rule on December 19, 2012 that became effective on July 1, 2013.

Needham Public Schools works diligently to comply with COPPA requirements. Needham Public Schools does not collect student personal information or transmit such information directly to online entities for the purpose of creating web based accounts. In cases of web based account creation, Needham Public Schools will use an internal school district identification number to represent each student user.

Policy for: <b>STUDENT RESPONSIBLE USE OF DIGITAL RESOURCES</b>	Revision  0
Date Approved by School Committee:  October 21, 2014	Signature of Chair  Michael J.Greis

### Children's Internet Protection Act

The Needham Public Schools uses software designed to block access to certain sites and filter content as required by the Children's Internet Protection Act, 47 U.S.C. §254 (CIPA). Needham Public Schools is aware that not all inappropriate information can be filtered and the district will make an effort to correct any known gaps in the filtering of information without unduly inhibiting the educational use of age appropriate content by staff and students. Users will inform teachers or administrators of any inadvertent access to inappropriate material, in order that there is appropriate modification of the filtering profile. Needham Public Schools educates students about appropriate online behavior, including interacting with other individuals on social networking Web sites and in chat rooms and cyber bullying awareness and response.

Policy for:  STUDENT DATA PRIVACY POLICY	Revision
Date Approved by School Committee:  July 11, 2022	Signature of Chair:  Matthew Spengler
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## I. OBJECTIVE

The Needham Public Schools makes all efforts to be transparent with the community about the information the district collects, and how information is used, shared and protected. The intent of this Data Privacy Policy (DPP) is to articulate how the district complies with our obligations under federal and state data privacy laws.

## II. PURPOSE


The purpose of the DPP is to understand: (a) what is “personally identifiable information”, and the laws and requirements that govern its protection; (b) how information is used; (c) how student data is shared; and (d) the process for asking questions about or reporting any violations of this policy.

## III. DEFINITIONS

For purposes of this DPP, “personally identifiable information” for students is defined as any information, exclusive of directory information, that is stored in any environment, that alone or in combination, can be linked or organized in a way that would allow someone who does not have personal knowledge of the relevant circumstances to identify a student with reasonable certainty.

Directory information includes, but is not limited to, the student’s name; address; telephone listing; electronic mail address; photograph; date and place of birth; grade level; class or cluster assignment, dates of attendance; participation in officially recognized activities and sports; weight and height of members of athletic teams; and the most recent educational institution attended.

Protecting students’ PII complies with our obligations under the Federal Educational Rights and Privacy Act (“FERPA”) at 20 U.S.C. 1232g and 34 CFR Part 99, the Children’s Online Privacy Protection Act (“COPPA”), 15 U.S.C. 6501-6502; the 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.

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#### IV. INFORMATION AND DATA COLLECTED

The Needham Public Schools collects various personal information for each student that enrolls. This information includes but is not limited to:

Information and data collected as part of the registration process:

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


Information and data created once a student is enrolled in school which includes but is not limited to:

- 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

Other information that is collected includes:

Student Web Access:

In accordance with the Children's Internet Protection Act (CIPA), the Needham Public Schools network filters and tracks student access to categories of online material, including content considered inappropriate for student viewing.

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**Student Email:**

Students are provided with a Needham Public Schools email address. All student email sent or received through a school-issued email address is archived. Archived email is accessed as needed when issues regarding students arise.

**Video Surveillance:**

Video surveillance is in place in various public areas throughout the schools. It is used to ensure a safe environment for our students, faculty & staff. Recordings are accessed as needed to aid in the resolution of reported issues or incidents.

**IV. HOW THE INFORMATION IS USED**


The Needham Public Schools uses the information provided by families and the data generated by students solely for educational and safety purposes. This may include:

- Providing personalized educational services to help students achieve greater learning outcomes.
- Communicating with students and parents.
- Responding to inquiries or events which may be happening at school.
- 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.

**V. HOW WE SHARE INFORMATION**

Student data is shared with administrators, teachers, counselors and other appropriate staff who are employed by the district and who have a "legitimate educational interest" in the information contained in the student's record or who are providing services to the student under an agreement or contract with the school district. Individuals who are not employees of the district will have access only to the student record information that is required for them to perform their duties.

Limited student data may be shared with third-party vendors who deliver online educational programs and services that support student learning or school district

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operations. The district makes every reasonable effort to vet the data privacy agreements/policies of vendors that store, manage or have access to our student information to ensure that :


- All state and federal laws and regulations protecting students’ rights for data privacy, including, but not limited to FERPA, CIPA, and COPPA are followed.
- The school district retains ownership of all student data regardless of where the data resides.
- The school district is notified of a data breach, if one should occur, within a specific time frame.
- Student information is not sold or used for any other purpose than the service that was contracted.
- The school district has the right to audit the vendor for compliance.
- The vendor follows industry best practices with respect to data privacy and data security.

Bank or credit card information may be collected but not stored by third-party vendors we partner with to collect fees for other school services (e.g. school lunches, transportation or payment for various fees).

Student directory information may also be shared with parents or guardians. This directory information is intended solely for the use and convenience of NPS families. Under no circumstances is the information in this directory to be used for solicitation or commercial purposes of any kind. Parents or guardians have the right to choose that their child’s information not be listed in the student directory.

## VI. HOW WE PROTECT INFORMATION

The district provides appropriate training for staff on data security and data privacy in order to ensure that practices that require staff to access student information reflect our responsibility to protect students’ privacy. The Responsible Use Policies (Policy IJNDB-1, Policy IJNDB-2) and Policy JO Student Records are companions to this policy and delineate other specific practices regarding data security, data privacy, and digital citizenship.

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## VII. HOW WE PROVIDE NOTICE TO PARENTS

Annually, schools publish notification of student data privacy rights and student access to digital tools in the student handbooks.

## VIII. DATA PRIVACY TEAM

The Superintendent will identify a Data Privacy Team who will assume responsibility for reviewing and implementing this policy, developing guidelines, and responding to matters regarding data privacy or security. Inquiries regarding matters of student data privacy should be directed to the Superintendent's Office for review by the data privacy team.



SCHOOL COMMITTEE POLICY  
NEEDHAM PUBLIC SCHOOLS

FILE: IKAB

Policy for:  STUDENT PROGRESS REPORT TO PARENTS	Revision  1
Date Approved by School Committee: 3/13/90	Signature of Chairman: <i>Margaret Murphy</i>
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The School Committee encourages and supports the highest degree of academic achievement that a student can attain within the limits of his/her diverse capabilities and interests.

In the interests of helping to attain this goal, the Committee requires that the progress of students toward the achievement of program goals be reported to parents on a regular basis. Teachers shall maintain appropriate communication with parents and students regarding such progress.

If a student is not achieving satisfactory progress, it is the teacher's responsibility to make the student and parents aware of the need for more successful work.

SCHOOL COMMITTEE POLICY  
NEEDHAM PUBLIC SCHOOLS

FILE: IKB

Policy for:  HOMEWORK AND MAKE-UP OPPORTUNITIES	Revision  1
Date Approved by School Committee: 3/13/90	Signature of Chairman: <i>Margaret Murphy</i> Page 1 of 1

Homework is designed to continue the learning process by challenging each child to study independently. It is an assignment or a portion of an assignment which is to be prepared or completed outside of class.

The purpose of homework is to:


- a) provide additional practice in essential skills;
- b) encourage pupils in good work habits and study skills;
- c) afford opportunities for individual differences;
- d) promote a sense of responsibility and self-discipline;
- e) help children to learn to budget time;
- f) bring children in contact with out-of-school learning resources.

Homework guidelines will be delineated in school handbooks.

Make-Up Opportunities

School work missed because of tardiness or absence must be made up to reinforce classroom instruction. Guidelines for completion of missed assignments will be delineated in school handbooks.


SCHOOL COMMITTEE POLICY  
NEEDHAM PUBLIC SCHOOLS

	FILE	IKE
Policy for:  PROMOTION AND RETENTION OF ELEMENTARY STUDENTS		Revision
Date Approved by School Committee:  March 19, 2019	Signature of Chair:  Aaron Pressman	Page 1 of 1

Students will normally progress annually from grade to grade. Exceptions may be made when, in the judgment of the professional staff, such exceptions are in the best educational interest of the students involved. Decisions will only be made after prior notification and explanation to each student's parents/guardians, but the final decision will rest with the building Principal.

In evaluating student achievement, teachers will make use of all available information, including results of assessments and other measures of skill and content mastery, standardized test results, and teacher observation of student performance. The Principal will direct and aid teachers in their evaluations and review grade assignments in order to ensure uniformity of evaluation standards.

SCHOOL COMMITTEE POLICY  
NEEDHAM PUBLIC SCHOOLS

Policy for:		FILE	IKF
GRADUATION REQUIREMENTS		Revision 2	
Date Approved by School Committee:	Signature of Chair:	Page 1 of 2	
October 2, 2007			

A. To be eligible for a diploma from Needham High School, a person must complete these standards prescribed by the Needham School Committee:

- 1) Successfully complete courses in this Program of Studies described as follows:
  - a) Four full year courses or sixteen credits of English
  - b) Three full year courses or twelve credits of Mathematics
  - c) Three full year courses or twelve credits of Social Studies including World History, World and America, and United States History. World History is required of all freshmen
  - d) Three full year courses or twelve credits of Science
  - e) Two full year courses or eight credits of the same World Language
  - f) Two full year courses or eight credits of Fine & Performing Arts; a maximum of two credits of Media/Technology may be substituted.
  - g) One semester or two credits of Health/Physical Education for each year enrolled at Needham High School
  - h) Two credits in Community Classroom
- 2) Successfully complete the equivalent of additional five full year courses or its equivalent as described in the Program of Studies.
- 3) Earn a minimum total of ninety-two credits in the course of study outlined above or in credits earned with the prior written approval of the Principal.
- 4) Complete all state-mandated requirements.

SCHOOL COMMITTEE POLICY  
NEEDHAM PUBLIC SCHOOLS

		FILE	IKF
Policy for:		Revision	
GRADUATION REQUIREMENTS		2	
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B. The Principal may suitably recognize students who have completed all Needham High School requirements but not the state mandated diploma requirements.

C. Transfer or Exchange student desiring a diploma must spend a minimum of one full year at Needham High School successfully completing prescribed courses complementing courses approved by the Principal from an official school transcript.


D. Students may complete these requirements in less than four years upon prior written application and the approval of the High School Principal.

E. The Principal may make changes in requirements when, in his opinion, the best interest of the student will be served.

SCHOOL COMMITTEE POLICY  
NEEDHAM PUBLIC SCHOOLS

FILE: 

IM AFE
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Policy for:  EVALUATION OF INSTRUCTIONAL PROGRAMS	Revision  0
Date Approved by School Committee: 3/15/88	Signature of Chairman: 
Page 1 of 1	

It is the intention of the School Committee to ensure that all instructional programs in the Needham Public Schools:


- \* Meet the needs of the students for whom they were designed,
- \* Fulfill their stated purpose,
- \* Include and reflect current educational research findings, and
- \* Are consistent with the educational philosophy, goals, and objectives of the school system.

To these ends, all instructional programs will be reviewed and evaluated systematically and periodically under the direction of the Superintendent.

SCHOOL COMMITTEE POLICY  
NEEDHAM PUBLIC SCHOOLS

FILE

IMG

Policy for:  <p style="text-align: center;">Service Animals</p>	Revision
Date Approved by School Committee:  January 24, 2017	Signature of Chair  Susan B. Neckes

Page 1 of 3

Needham Public Schools does not permit discrimination against individuals who have disabilities, including those who require the assistance of a service animal. The District will comply with Massachusetts law and federal law concerning the rights of persons with service dogs and may permit such animals on school premises and on school transportation.

Service animals are defined as dogs that are individually trained to do work or perform tasks for people with disabilities. Emotional support, therapy, comfort, or companion animals are not considered service animals. The work or task a dog has been trained to provide must be directly related to the person's disability. Examples of such work or tasks include:

- Assist individuals who are blind or have severe sight impairments as "guide dogs"
- Pull wheelchairs or carry and pick-up items for individuals with mobility impairments
- Alert and protect a person who is having a seizure,
- Alert individuals with hearing impairments to sounds

Written documentation is required from a veterinarian that the service animal is in good health and is properly vaccinated as per local animal control and public health requirements. In addition, the service animal is subject to local dog licensing and registration requirements.

Service animals must already be trained before they can be taken into public places.

Service animals must be harnessed, leashed, or tethered, unless these devices interfere with the service animal's work or the individual's disability prevents using these devices. In that case, the individual must maintain control of the animal through voice, signal, or other effective controls.


The District shall not assume or take custody, control of, or responsibility for, the care or feeding of any service animal. The handler is responsible for caring for and supervising the service animal, which includes toileting, feeding, and grooming. The owner or handler shall be liable for any damage to persons, premises, property, or facilities caused by the service animal, including but not limited to clean up and stain removal.

The District will provide reasonable accommodations for use of service animals to assure non-discrimination on the basis of disability.

SCHOOL COMMITTEE POLICY  
NEEDHAM PUBLIC SCHOOLS

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IMG

Policy for:  Service Animals	Revision
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If, in the opinion of the building Principal or his or her designee, any service animal is not in the control of its handler, or if it is not housebroken, the service animal may be excluded from the school. The service animal can also be excluded if it presents a direct and immediate threat to others in the school. The parent or guardian of the student having custody and control of the animal will be required to remove the service animal from school premises immediately.

When there is a legitimate reason to ask that a service animal be removed, staff must offer the person with the disability the opportunity to obtain goods or services without the animal's presence

When a person who is allergic to dog dander and a person who uses a service animal must spend time in the same room or facility, for example, in a school classroom, they both should be accommodated by assigning them, if possible, to different locations within the room or different rooms of the school.

If an individual on school transportation suffers an allergic reaction to a service animal, an alternate transportation plan will be developed in coordination with appropriate school, District, and transportation staff and the parent/guardian of the student.

Parent/guardians of a student who wishes to use a service animal must notify the building principal as soon as possible and 45 days in advance of the start date of such use in order to provide time for staff training and notification of other parents, transportation, arrangements, etc.

The District will provide education to staff and students regarding the role of the service animal.

Miniature horses as service animals may be permitted based on the following factors:


- The miniature horse is housebroken
- The miniature horse is under the owner's control
- The school can accommodate the miniature horse's type, size, and weight
- The miniature horse's presence will not compromise legitimate safety requirements necessary for safe operation of the facility



SCHOOL COMMITTEE POLICY  
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Policy for: <p style="text-align: center;">Service Animals</p>		Revision
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References: American with Disabilities (2010) Service Animals  
U.S. Department of Justice (2015) Frequently asked questions about service animals and the ADA National Association of School Nurses (NASN)(2014) Position Statement, Service Animals in Schools

SCHOOL COMMITTEE POLICY  
NEEDHAM PUBLIC SCHOOLS

FILE: **INB**

Policy for:  TEACHING ABOUT CONTROVERSIAL ISSUES	Revision  0
Date Approved by School Committee: 3/13/90	Signature of Chairman: <i>Margaret Murphy</i>
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The discussion or inquiry into the exploration of controversial issues in the classroom can be an important aid to the learning experience. Such discussion/inquiry, however, should in no way infringe upon the rights or dignity of the teacher or any member of the class, nor represent any specific side as being the only valid view of the issue in question.