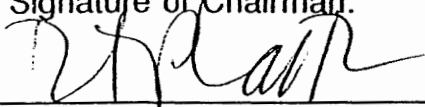


SCHOOL COMMITTEE POLICY
NEEDHAM PUBLIC SCHOOLS

FILE:

AA

Policy for: SCHOOL DISTRICT LEGAL STATUS	Revision 1
Date Approved by School Committee: 3/15/88	Signature of Chairman: 
Page 1 of 1	

Under the General Laws of the Commonwealth of Massachusetts, the general supervision and control of public education is vested in the State Board of Education. The law further states that:

" . . . Every town shall maintain . . . a sufficient number of schools for the instruction of children who may legally attend a public school therein. . . "

The public schools of Needham function at the mandate of the State Legislature. The Needham School Committee has general charge of the operation of all public schools in the Town of Needham, including the adult education program and summer schools.


The school district over which the Needham School Committee has general charge shall be designated as The Needham Public Schools.

General Laws: Chapter 15: sec. 1E
Chapter 71: sec. 1

SCHOOL COMMITTEE POLICY
NEEDHAM PUBLIC SCHOOLS

FILE:

ABA KC


Policy for: COMMUNITY INVOLVEMENT IN DECISIONMAKING	Revision 0
Date Approved by School Committee: 3/15/88	Signature of Chairman: 
Page 1 of 1	

While the School Committee acknowledges that it is the only authorized body which may adopt, revise, or rescind policy for the Needham Public Schools, it is earnest in its desire to seek and consider the ideas, opinions, and counsel of all involved or interested citizens of the Needham community.

SCHOOL COMMITTEE POLICY
NEEDHAM PUBLIC SCHOOLS

FILE:

ABB
GBB


Policy for: STAFF INVOLVEMENT IN DECISIONMAKING	Revision 0
Date Approved by School Committee: 3/15/88	Signature of Chairman: 
Page 1 of 1	

While the School Committee acknowledges that it is the only authorized body which may adopt, revise, or rescind policy for the Needham Public Schools, it is earnest in its desire to seek and consider the ideas, opinions, and counsel of all staff members and employees of the Needham Public Schools.

SCHOOL COMMITTEE POLICY
NEEDHAM PUBLIC SCHOOLS

FILE

AC

Policy for: NON-DISCRIMINATION AND HARASSMENT	Revision 2
Date Approved by School Committee: February 27, 2018	Signature of Chair  Heidi Black
Page 1 of 2	

The Needham Public Schools ("District") does not discriminate against students, parents, employees or the general public on the basis of race, color, sex, homeless status, gender identity, religion, national origin, sexual orientation, disability, or age. In addition to the protected classes identified and in regard to employment practices, the District also does not discriminate based on genetic information, ancestry or status as a veteran.

The District also provides equal access to the Boy Scouts, Girls Scouts and other designated youth groups in accordance with the Boy Scouts of America Equal Access Act. 20 U.S.C. § 7905; 34 C.F.R. Part 108. The District also does not discriminate against students on the basis of homelessness in a manner consistent with the requirements of the McKinney-Vento Act.

The Needham Public Schools is also committed to maintaining a school environment free of harassment. Harassment based on race, color, religion, national origin, gender, sexual orientation, gender identity, homeless status, age or disability is prohibited.

The District's policy of non-discrimination and harassment extends to students, staff, the general public, and individuals with whom it does business; no person shall be excluded from or discriminated against in admission to the Needham Public Schools or in obtaining the advantages, privileges, and courses of study.


The Superintendent shall designate at least one administrator to respond and serve as the compliance officer for the District's non-discrimination and harassment policies in education-related activities, including but not limited to the inquiries related to Title VI of the Civil Rights Act of 1964; Title VII of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; Title II of the Americans with Disabilities Act; the Age Act; M.G.L c. 76, § 5; M.G.L. c. 151B and 151C; and 603 C.M.R. § 26.00.

The designee(s) shall handle inquiries, complaints, or grievances regarding the District's non-discrimination policies, the Superintendent shall adopt and publish a grievance procedure for addressing reports of discrimination and harassment based on race, color, sex, gender identity, religion, national origin, sexual orientation, homeless status, age or disability. The grievance procedure shall identify the name, office address and telephone number for the compliance officer for the above reference statutes and this policy. The grievance procedure shall be published in each student handbook and be made available on the District's website.

SCHOOL COMMITTEE POLICY
NEEDHAM PUBLIC SCHOOLS

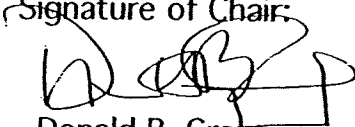
FILE

AC

Policy for: NON-DISCRIMINATION AND HARASSMENT	Revision 2
Date Approved by School Committee: February 27, 2018	Signature of Chair  Heidi Black Page 2 of 2

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; Section 504 of the Rehabilitation Act of 1973; Title II of the Americans with Disabilities Act of 1990; Individual with Disabilities Education Act; M.G.L. 71B:1 et seq.; M.G.L. c. 151B, 151C; M.G.L. 76:5; 603 C.M.R. 26.00; 603 C.M.R. 28.00.

SCHOOL COMMITTEE POLICY
NEEDHAM PUBLIC SCHOOLS

	FILE	ACE
Policy for: NONDISCRIMINATION ON THE BASIS OF DISABILITY		Revision 0
Date Approved by School Committee: December 5, 2007	Signature of Chair:  Donald B. Gratz	Page 1 of 3

The School Committee believes that

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

Title II of the American 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, program 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.

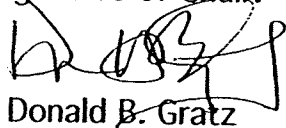
Definition: A "qualified individual with a disability" is an individual with a disability who, with or without reasonable modification to rules, policies or practices, the removal of architectural, communication, or transportation barriers, or the provision of auxiliary aids and services, meets the essential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

SCHOOL COMMITTEE POLICY
NEEDHAM PUBLIC SCHOOLS

FILE

ACE

Policy for: NONDISCRIMINATION ON THE BASIS OF DISABILITY	Revision 0
Date Approved by School Committee: December 5, 2007	Signature of Chair:  Donald B. Gratz

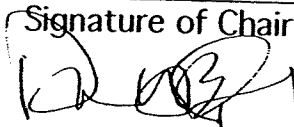
Page 2 of 3

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 the 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 consider the request(s) of the individuals with disabilities.

Limits of Required Modifications: 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.

SCHOOL COMMITTEE POLICY
NEEDHAM PUBLIC SCHOOLS

		FILE	ACE
Policy for: NONDISCRIMINATION ON THE BASIS OF DISABILITY		Revision 0	
Date Approved by School Committee: December 5, 2007	Signature of Chair:  Donald B. Gratz		Page 3 of 3

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.


LEGAL REFS:

Rehabilitation Act of 1973, Section 504
Education for All Handicapped Children Act of 1975
M.G.L. 71B:1 et seq. (Chapter 766 of the Acts of 1972)
Title II, Americans with Disabilities Act of 1992
Board of Education Chapter 766 Regulations, adopted 10/74, as amended through 3/28/78

SCHOOL COMMITTEE POLICY
NEEDHAM PUBLIC SCHOOLS

FILE:

AD

Policy for: <p style="text-align: center;">EDUCATIONAL PHILOSOPHY</p>	Revision <p style="text-align: center;">1</p>
Date Approved by School Committee: 3/15/88	Signature of Chairman: 

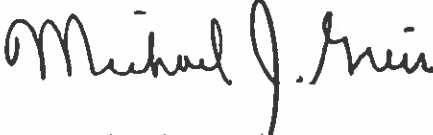
Every individual has worth and dignity. This belief is the foundation of the educational philosophy of the Needham Public Schools, which states that:

- * Every child has a right to expect educational experience of the highest order.
- * Every child should be helped to develop to his/her maximum potential and to realize the personal commitment required to achieve goals.
- * Respect for education is the only basis for the fullest development of our democratic way of life.
- * Youth must learn to serve as well as to be served.
- * Self-discipline is essential for intellectual growth and successful living.
- * In a democracy, freedom of thought and action are balanced by the responsibilities of a citizen.
- * A community has the right to expect the best possible school system for its children; in turn, teachers and administrators have the right to expect intelligent and consistent interest and support from the community.
- * Our curriculum must be as dynamic as the energies and abilities of teachers, parents, and pupils can make it.
- * School and home must realize and accept common objectives of good education for children.

SCHOOL COMMITTEE POLICY
NEEDHAM PUBLIC SCHOOLS

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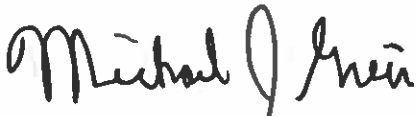
FILE

Policy for: Criminal History Record Investigation (CHRI)	Revision 1
Date Approved by School Committee: July 14, 2014	 Michael J. Greis, Chair Page 1 of 8

It shall be the policy of the Needham Public Schools that, as required by law, a state and national fingerprint criminal background check be completed to determine the suitability of full or part time current and prospective school employees, who may have direct and unmonitored contact with children. School employees shall include, but not be limited to any apprentice, intern, or student teacher or individuals in similar positions, who may have direct and unmonitored contact with children. The school committee shall only obtain a fingerprint background check for current and prospective employees for whom the school committee has direct hiring authority or those employed by the city or town to perform work on school grounds. In the case of an individual directly hired by a school committee, the chair of the school committee shall review the results of the national criminal history check. The superintendent shall also obtain a state and national fingerprint background check for any individual, who provides school related transportation to children. The Director of Human Resources may obtain a state and national fingerprint criminal background check for any volunteer, subcontractor or laborer commissioned by the school committee, school or employed by the city or town to perform work on school grounds, who may have direct and unmonitored contact with children. School volunteers and subcontractors/laborers who may have direct and unmonitored contact with children must continue to submit state CORI checks.

There will be a fee charged by the provider to the employee and educator for national fingerprint background. The fee may from time to time be adjusted by the appropriate agency. The employer shall continue to obtain periodically, but not less than every 3 years, from the Department of Criminal Justice Information Services (DCJIS) all available criminal offender record information (CORI) for any current and prospective employee or volunteer within the school district who may have direct and unmonitored contact with children.

Direct and unmonitored contact with children is defined in DESE regulations as contact with a student when no other employee who has received a suitability determination by the school or district is present. "Contact" refers to any contact with a student that provides the individual with opportunity for physical touch or personal communication. This policy is applicable to any fingerprint-based state and national criminal history record check made for non- criminal justice purposes and requested under applicable federal authority and/or state statute authorizing such checks for licensing or employment purposes. Where such checks are allowable by law, the following practices and procedures will be followed.

Policy for: Criminal History Record Investigation (CHRI)	Revision 1
Date Approved by School Committee: July 14, 2014	 Michael J. Greis, Chair Page 2 of 8

Requesting CHRI checks


Fingerprint-based Criminal History Record Investigation (CHRI) checks will only be conducted as authorized by state and federal law, in accordance with all applicable state and federal rules and regulations and conducted by the Office of Human Resources. If an applicant or employee is required to submit to a fingerprint-based state and national criminal history record check, he/she shall be informed of this requirement and instructed on how to comply with the law. Such instruction will include information on the procedure for submitting fingerprints. In addition, the applicant or employee will be provided with all information needed to successfully register for a fingerprinting appointment.

Access to CHRI

All CHRI is subject to strict state and federal rules and regulations in addition to Massachusetts CORI laws and regulations. CHRI cannot be shared with any unauthorized entity for any purpose, including subsequent hiring determinations. All receiving entities are subject to audit by the Massachusetts Department of Criminal Justice Information Services (DCJIS) and the FBI, and failure to comply with such rules and regulations could lead to sanctions. Federal law and regulations provide that the exchange of records and information is subject to cancellation if dissemination is made outside of the receiving entity or related entities. Furthermore, an entity can be charged criminally for the unauthorized disclosure of CHRI.

Storage of CHRI

CHRI shall only be stored for extended periods of time when needed for the integrity and/or utility of an individual's personnel file. Administrative, technical, and physical safeguards, which are in compliance with the most recent CJIS Security Policy have been implemented to ensure the security and confidentiality of CHRI. The Director of Human Resources and his/her staff involved in the handling of CHRI is to familiarize himself/herself with these safeguards. In addition to the above, each individual involved in the handling of CHRI will strictly adhere to the policy on the storage, retention and destruction of CHRI.

Policy for: Criminal History Record Investigation (CHRI)	Revision 1
Date Approved by School Committee: July 14, 2014	 Michael J. Greis, Chair
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Retention and Destruction of CHRI

Federal law prohibits the repurposing or dissemination of CHRI beyond its initial requested purpose. Once an individual's CHRI is received, it will be securely retained in internal agency documents for the following purposes only:

Historical reference and/or comparison with future CHRI requests; Dispute of the accuracy of the record; Evidence for any subsequent proceedings based on information contained in the CHRI.


CHRI will be kept for the above purposes in a secure location in the office of the Director of Human Resources. When no longer needed, CHRI and any summary of CHRI data must be destroyed by shredding paper copies and/or by deleting all electronic copies from the electronic storage location, including any backup copies or files. The shredding of paper copies of CHRI by an outside vendor must be supervised by an employee of the district.

CHRI Training

An informed review of a criminal record requires training. Accordingly, the Director of Human Resources will review and become familiar with the educational and relevant training materials regarding Statewide Applicant Fingerprint Information Services (SAFIS) and CHRI laws and regulations made available by the appropriate agencies, including the DCJIS.

In determining an individual's suitability, the following factors will be considered: these factors may include, but not necessarily be limited to: the nature and gravity of the crime and the underlying conduct, the time that has passed since the offense, conviction and/or completion of the sentence, nature of the position held or sought, age of the individual at the time of the offense, number of offenses, any relevant evidence of rehabilitation or lack thereof and any other factors deemed relevant by the district. A record of the suitability determination will be retained. The following information will be included in the determination:

The name and date of birth of the employee or applicant; the date on which the school employer received the national criminal history check results; and, the suitability determination (either "suitable" or "unsuitable").

Policy for: Criminal History Record Investigation (CHRI)	Revision 1
Date Approved by School Committee: July 14, 2014	 Michael J. Greis, Chair

A copy of an individual's suitability determination documentation must be provided to another school employer, or to the individual, upon request of the individual for whom the school employer conducted a suitability determination.

Relying on Previous Suitability Determination.

The Needham Public Schools will not rely on the past suitability determination conducted by a previous entity and will require all CHRI reports for prospective employees to be submitted directly to the Needham Public Schools from DCJIS. In cases where a prospective employee has been fingerprinted in Massachusetts in the past, the Needham Public Schools will reimburse the prospective employee the cost of the subsequent fingerprint unless:

- The suitability determination was made longer than seven years; or
- The individual has resided outside of Massachusetts for any period longer than three years since the suitability determination was made; or
- The individual has not been employed continuously for one or more school employers or has gaps totaling no more than two years in his or her employment for school employers.

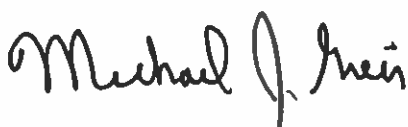
This aspect of the policy shall remain in effect until such time as the DCJIS has developed a "wrap-back" provision allowing for prior reports to be sent to the Needham Public Schools without a fingerprint.

Adverse Decisions Based on CHRI

If inclined to make an adverse decision based on an individual's CHRI, the district will take the following steps prior to making a final adverse determination:

Provide the individual with a copy of his/her CHRI used in making the adverse decision; provide the individual with a copy of this CHRI Policy; provide the individual the opportunity to complete or challenge the accuracy of his/her CHRI; and provide the individual with information on the process for updating, changing, or correcting CHRI.

A final adverse decision based on an individual's CHRI will not be made until the individual has been afforded a reasonable time depending on the particular circumstances not to exceed thirty days to correct or complete the CHRI.

Policy for: Criminal History Record Investigation (CHRI)	Revision 1
Date Approved by School Committee: July 14, 2014	Page 5 of 8  Michael J. Greis, Chair

Secondary Dissemination of CHRI

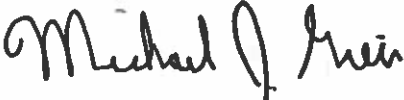
If an individual's CHRI is released to another authorized entity, a record of that dissemination must be made in the secondary dissemination log. The secondary dissemination log is subject to audit by the DCJIS and the FBI. The following information will be recorded in the log:

Subject Name; subject date of birth; date and time of the dissemination; name of the individual to whom the information was provided; name of the agency for which the requestor works; contact information for the requestor; and the specific reason for the request.

Reporting to Commissioner of Elementary and Secondary Education

Pursuant to state law and regulation, if the district dismisses, declines to renew the employment of, obtains the resignation of, or declines to hire a licensed educator or an applicant for a Massachusetts educator license because of information discovered through a state or national criminal record check, the district shall report such decision or action to the Commissioner of Elementary and Secondary Education in writing within 30 days of the employer action or educator resignation. The report shall be in a form requested by the Department and shall include the reason for the action or resignation as well as a copy of the criminal record checks results. The superintendent shall notify the employee or applicant that it has made a report pursuant to the regulations to the Commissioner.

Pursuant to state law and regulation, if the district discovers information from a state or national criminal record check about a licensed educator or an applicant for a Massachusetts educator license that implicates grounds for license action pursuant to regulations, the superintendent shall report to the Commissioner in writing within 30 days of the discovery, regardless of whether the district retains or hires the educator as an employee. The report must include a copy of the criminal record check results. The school employer shall notify the employee or applicant that it has made a report pursuant to regulations to the Commissioner and shall also send a copy of the criminal record check results to the employee or applicant.

Policy for: Criminal History Record Investigation (CHRI)	Revision 1
Date Approved by School Committee: July 14, 2014	Page 6 of 8  Michael J. Greis, Chair

C.O.R.I. REQUIREMENTS

It shall be the policy of the district to obtain all available Criminal Offender Record Information (CORI) from the department of criminal justice information services of prospective employee(s) or volunteer(s) of the school department including any individual who regularly provides school related transportation to children, who may have direct and unmonitored contact with children, prior to hiring the employee(s) or to accepting any person as a volunteer. State law requires that school districts obtain CORI data for employees of taxicab companies that have contracted with the schools to provide transportation to pupils.

The district shall periodically, but not less than every three years, obtain all available Criminal Offender Record Information from the department of criminal justice informational services on all employees, individuals who regularly provide school related transportation to children, including taxicab company employees, and volunteers who may have direct and unmonitored contact with children, during their term of employment or volunteer service.

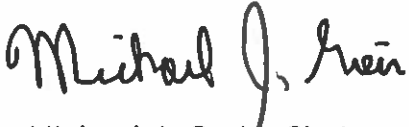
The district may also have access to Criminal Offender Record Information for any subcontractor or laborer who performs work on school grounds, and who may have direct and unmonitored contact with children, and shall notify them of this requirement and comply with the appropriate provisions of this policy.

Pursuant to a Department of Education regulation, "Direct and unmonitored contact with children' means contact with students when no other employee, for whom the employer has made a suitability determination of the school or district, is present. " Contact" refers to any contact with a student that provides the individual with opportunity for physical touch or personal communication. The school employer may determine when there is potential for direct and unmonitored contact with children by assessing the circumstances and specific factors including but not limited to, whether the individual will be working in proximity with students, the amount of time the individual will spend on school grounds, and whether the individual will be working independently or with others. An individual shall not be considered to have the potential for direct and unmonitored contact with children if he or she has only the potential for incidental unsupervised contact in commonly used areas of the school grounds."

SCHOOL COMMITTEE POLICY
NEEDHAM PUBLIC SCHOOLS

FILE

ADDA

Policy for: Criminal History Record Investigation (CHRI)	Revision 1
Date Approved by School Committee: July 14, 2014	 Michael J. Greis, Chair Page 7 of 8

In accordance with state law, all current and prospective employees, volunteers, and persons regularly providing school related transportation to children of the school district shall sign an acknowledgement form authorizing receipt by the district of all available CORI data from the department of criminal justice information services. In the event that a current employee has a question concerning the signing of the acknowledgement form, he/she may meet with the Director of Human Resources; however, failure to sign the CORI acknowledgement form may result in a referral to local counsel for appropriate action. Completed acknowledgement forms must be kept in secure files. The Human Resources office, certified to obtain information under the policy, shall prohibit the dissemination of school information for any purpose other than to further the protection of school children.

CORI is not subject to the public records law and must be kept in a secure location, separate from personnel files and may be retained for not more than three years. CORI shall be shared with the individual to whom it pertains, pursuant to law, regulation and the following model policy, and in the event of an inaccurate report the individual should contact the department of criminal justice informational services.

Access to CORI material must be restricted to those individuals certified to receive such information. In the case of prospective employees or volunteers, CORI material should be obtained only where the Director of Human Resources had determined that the applicant is qualified and may forthwith be recommended for employment or volunteer duties.

The hiring authority, subject to applicable law and the model policy, reserves the exclusive right concerning any employment decision.


The Director of Human Resources shall ensure that on the application for employment and/or volunteer form there shall be a statement that as a condition of the employment or volunteer service the school district is required by law to obtain Criminal Offender Record Information for any employee, an individual who regularly provides transportation, or volunteer who may have direct and unmonitored contact with children. Current employees, persons regularly providing school related transportation, and volunteers shall also be informed in writing by the Director of Human Resources prior to the periodic obtaining of their Criminal Offender Record Information.

The Director of Human Resources shall amend employment applications to include questions concerning criminal records which the Massachusetts Commission against Discrimination has

SCHOOL COMMITTEE POLICY
NEEDHAM PUBLIC SCHOOLS

FILE

ADDA

Policy for: Criminal History Record Investigation (CHRI)	Revision 1
Date Approved by School Committee: July 14, 2014	 Michael J. Greis, Chair Page 8 of 8

determined may be legally asked of prospective employees. Any employment application which seeks information concerning prior arrests or convictions of the applicant shall include the following statement: "An applicant for employment with a sealed record on file with the commission of probation may answer 'no record' with respect to an inquiry herein relative to prior arrests or criminal court appearances. In addition, any applicant for employment may answer 'no record' with respect to any inquiry relative to prior arrests, court appearances and adjudications in all cases of delinquency or as a child in need of service which did not result in a complaint transferred to the superior court for criminal prosecution."

Records sealed pursuant to law shall not operate to disqualify a person in any examination, appointment or application for public service on behalf of the Commonwealth or any political subdivision thereof.

The Superintendent shall revise contracts with special education schools and other providers to require a signed statement that the provider has met all legal requirements of the state where it is located relative to criminal background checks for employees and others having direct and unmonitored contact with children.

LEGAL REFS.: 42 U.S.C. § 16962

M.G.L.6:167-178; 15D:7-8; 71:38R, 151B, 276:100AP.L. 92-544; Title 28 U.S.C. § 534; Title 28 C.F.R. 20.33(b)

603 CMR 51.00803 CMR 2.00803 CMR 3.05 (Chapter 149 of the Acts of 2004)

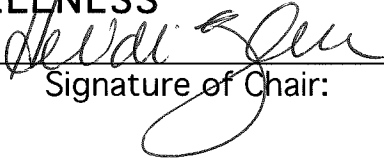
[FBI Criminal Justice Information Services Security Policy Procedure for correcting a criminal record](#)

[FAQ – Background Checks](#)

SOURCE: MASC 2014

SCHOOL COMMITTEE POLICY
NEEDHAM PUBLIC SCHOOLS

FILE	ADF
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Policy for: SCHOOL WELLNESS	Revision 1
Date Approved by School Committee: December 4, 2012	Signature of Chair:  Heidi Black
Page 1 of 3	

The Needham Public Schools (NPS) Wellness Policy is consistent with Federal and State laws and regulations that promote curriculum and programs for nutrition standards, promotion and education; physical activity and physical education; and other school based wellness activities.

School Wellness Advisory Committee (SWAC)

NPS maintains a standing School Wellness Advisory Committee (SWAC) in accordance with Federal and State regulations. The role of the SWAC is to recommend, review, and help promote school district policies addressing issues that affect students' physical, social, and emotional health and wellbeing. Specific goals are addressed in an annual action plan that is monitored, implemented, assessed and shared with the School Committee.

The Superintendent appoints the NPS Directors of Nutrition Services, Health Services, Wellness, and Guidance to lead SWAC and to serve as liaisons between SWAC and the Superintendent. The Superintendent also appoints the annual SWAC membership which includes (but is not limited to) a school nurse, nutrition services personnel, wellness teacher, guidance counselor, school physician, administrator, School Committee member, parent, student, Needham Health Department personnel, a local health care provider, other community agency personnel and partners serving Needham's youth. When possible, appointees to the SWAC represent the cultural, linguistic and ethnic composition of the community. SWAC works in conjunction with school-based wellness teams to foster wellness initiatives.

Annual goals and objectives for SWAC are established with input from the school community, student and public health data, and information about current school district programs and practices. SWAC meets at least four times a year, and evaluates the achievements of wellness goals, objectives, and action plan by assessing outcomes of education, wellness and other school-based initiatives promoting student health, social, emotional, nutrition, physical activity and physical education.


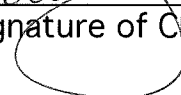
Nutrition Standards

NPS complies with DPH 105 CMR 225.000: the Nutrition Standards for Competitive Foods and Beverages in Public Schools, and national nutrition standards per the Healthy, Hunger- Free Kids Act (HHFKA) of 2010. The School Nutrition Standards apply to the primary sources of competitive foods and beverages, including all foods and beverages sold as a la carte items in cafeteria, vending machines, and school stores or snack bars. The time frame to which the nutrition standards apply is the

SCHOOL COMMITTEE POLICY
NEEDHAM PUBLIC SCHOOLS

FILE

ADF

Policy for: SCHOOL WELLNESS 	Revision 1
Date Approved by School Committee: December 4, 2012	Signature of Chair:  Heidi Black
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school day itself and the 30-minute period directly prior to and following the school day. The Nutrition Standards for Competitive Foods in Schools do not apply to foods and beverages in curriculum related classroom-based activities, special school-sponsored events, and fundraising activities, including bake sales. The sales of competitive foods and beverages for fundraising purposes, including bake sales, are not permitted district wide during the school day, nor at the preschool-elementary schools during the 30-minute period directly prior to and following the school day. Non-curriculum related classroom-based celebrations and parties are food and beverage free. Foods or beverages are not used as a reward or incentive, except as documented in a child's Individual Education Plan. It is encouraged that foods and beverages sold or provided during activities held beyond the school day offer options which meet the nutrition standards.

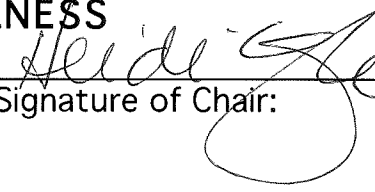
The Director of Nutrition Services provides the oversight, direction, and management of the National School Lunch Program in NPS that meets or exceeds the required guidelines and nutrition standards of the Richard B. Russell National School Lunch Act, The Child Nutrition and WIC Reauthorization Act of 2010, and the HHFKA of 2010.

Physical Activity

NPS embraces a comprehensive school physical activity program that encompasses physical activity programming before, during, and after the school day. In addition to their regularly scheduled physical education classes, the NPS encourages opportunities for all students to have activity breaks, daily recess periods at the elementary school level, and the integration of physical activity into the academic curriculum where appropriate. Administering or withholding physical activity as a form of punishment and/or behavior management is discouraged

Physical Education

The goals and implementation of a K-12 sequential physical education curriculum align with Massachusetts General Laws and the Massachusetts Curriculum Frameworks. The physical education program is offered to all students, including those with disabling conditions, chronic health conditions, and special needs. Participation in the School Committee approved physical education program is required and consistent with Massachusetts General Law.

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Health Education

NPS provides a health education program designed to help students make good decisions and practice healthy behaviors. The health education program is aligned to the Massachusetts Comprehensive Health Education Frameworks.

Nutrition Promotion and Education

Nutrition education and promotion are designed to achieve standards of the Massachusetts Comprehensive Health Curriculum Framework. Where appropriate, nutrition concepts are integrated into the curriculum and also offered via nutrition promotion as part of the school lunch program.

Other School-Based Initiatives to Promote Wellness

Professional development and training are offered to address wellness topics including nutrition and diet, management and treatment of students at risk for childhood obesity, type 2 diabetes, and eating disorders. In addition, school-based wellness initiatives may address other health, safety, social, and emotional issues, including but not limited to risky behaviors, substance abuse, tobacco prevention, bullying prevention, sex education, and stress reduction. Collaboration with families and community is encouraged to support children's nutrition, lifelong physical activity, and healthy lifestyle.

Legal References:

Federal

Healthy, Hunger- Free Kids Act (HHFKA) of 2010
The Richard B. Russell National School Lunch Act, 42 U.S.C. §§ 1751 - 1769h
The Child Nutrition and WIC Reauthorization Act of 2010

State

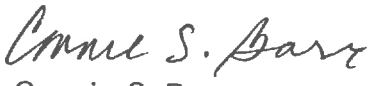
MA Comprehensive Health Curriculum Framework, 1999
MGL School Nutrition Law, Chapter 111 Section 223;
MGL Public Schools- Physical Education, Chapter 71, Section 3

Massachusetts Department of Public Health, 105 CMR 215.000 Standards for School Wellness Advisory Committee 2011;
105 CMR 225.000 Nutrition Standards for Competitive Foods and Beverages in Public Schools. 2011;105 CMR 200.000 Physical Examination of School Children

SCHOOL COMMITTEE POLICY
NEEDHAM PUBLIC SCHOOLS

FILE

AE

Policy for:	Revision
SCHOOL DISTRICT GOALS AND OBJECTIVES	3
Date Approved by School Committee:	Signature of Chair:
January 18, 2011	 Connie S. Barr
	Page 1 of 1

The Needham School Committee will approve goals and objectives for the school system on an annual basis. The Superintendent of Schools will be charged with presenting a list of goals and objectives to the School Committee for approval.

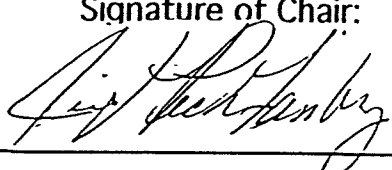
The Superintendent will consult with district administrators, school staff, teachers, and School Committee members during the development of the goals and objectives.

Goals are aspirational statements of what we want the Needham Public Schools to be or to achieve. Objectives are the measurable plans and actions that, when successfully accomplished, advance our goals over a period of one to three years.

SCHOOL COMMITTEE POLICY
NEEDHAM PUBLIC SCHOOLS

FILE

AFA/BK

Policy for: SCHOOL COMMITTEE SELF EVALUATION	Revision 0
Date Approved by School Committee: January 17, 1995	Signature of Chair:  Page 1 of 1

The School Committee recognizes its responsibility to assure that the Needham Public Schools offers students a quality education. The Committee fulfills this responsibility through its functions which include monitoring and evaluating overall systemwide performance, policy development, budget development and oversight, appointment, supervision and evaluation of the Superintendent, representation of all constituencies, and compliance with federal, state, and local laws. To ensure that it performs these and other functions effectively, the School Committee shall evaluate itself annually. Prior to performing the evaluation, the Committee shall seek input from the community on a form designed for that purpose. The evaluation shall take place prior to the first meeting in February and shall be discussed publicly at a meeting during that month.

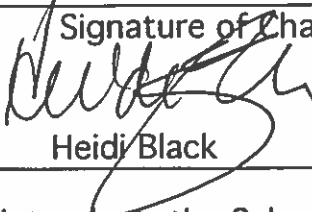
The School Committee shall develop an evaluation instrument which should be revised and updated at least once every five years. After each Committee member has filled out a form, the two most senior members, other than the Chairman and Vice Chairman, shall create a composite evaluation. The evaluation should include, but not be limited to, an appraisal of the following:

1. Achievement of School Committee goals
2. Completion of its functions/responsibilities
3. Responsiveness to the concerns and desires of the entire community
4. Adherence to its code of ethics and convictions
5. The working relationship among Committee members
6. The working relationship between the Committee and the Administration
7. The effectiveness and efficiency of subcommittees and advisory committees
8. The performance and the role of the Chairman and Vice Chairman

SCHOOL COMMITTEE POLICY
NEEDHAM PUBLIC SCHOOLS

FILE

AFB/CBG


Policy for: EVALUATION OF THE SUPERINTENDENT	Revision 1
Date Approved by School Committee: May 15, 2012	Signature of Chair:  Heidi Black
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Through evaluation of the Superintendent, the School Committee will strive to accomplish the following:

1. Clarify for the Superintendent his/her role in the school system as envisioned and expected by the School Committee.
2. Clarify for all Committee members the role of the Superintendent in light of his/her job description and the immediate priorities among his/her responsibilities as agreed upon by the Committee and the Superintendent.
3. Develop harmonious working relationships between the School Committee and Superintendent.
4. Provide constructive feedback to improve future performance.
5. Provide data in assessing performance.
6. Ensure that the Superintendent provides excellent administrative leadership for the school system.
7. Ensure that the evaluation process supports student learning and achievement.

The School Committee will annually develop with the Superintendent a set of district objectives and goals based on the needs of the school system. The Superintendent's performance will be reviewed in public session in accordance with these specified goals. Additional objectives will be established at intervals agreed upon with the Superintendent. The Chair and immediate past Chair will lead the evaluation process. If the immediate past Chair is no longer a member of the School Committee, then the Vice-chair will participate in leading the evaluation.

SCHOOL COMMITTEE POLICY
NEEDHAM PUBLIC SCHOOLS

		FILE	AFC/ GCN
Policy for: EVALUATION OF PROFESSIONAL STAFF		Revision 2	
Date Approved by School Committee: September 5, 1995	Signature of Chair: 		Page 1 of 1

In accordance with state law, the performance of all teachers and administrators employed by the Needham Public Schools will be evaluated.


The results of such evaluations may be used in making employment and/or salary decisions, so long as the evaluations conform to the principles of evaluation established by the Board of Education, are free from racial or cultural bias, and are conducted in accordance with the current applicable collective bargaining agreement.

General Laws: Chapter 71: sec. 38, 42, 42A, 63

SCHOOL COMMITTEE POLICY
NEEDHAM PUBLIC SCHOOLS

FILE:

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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.