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EQUAL EDUCATIONAL OPPORTUNITIES

In recognition of the diversified characteristics and needs of our students and with the keen desire to be responsive to them, the School Committee will make every effort to protect the dignity of the students as individuals. It also will offer careful consideration and sympathetic understanding of their personal feelings, particularly with reference to their race, color, sex, gender identity, religion, national origin, sexual orientation, homeless status, physical and intellectual differences, pregnancy or pregnancy-related condition.

To accomplish this, the Committee and its staff will make every effort to comply with the letter and the spirit of the Massachusetts equal educational opportunities law which prohibits discrimination in public school admissions and programs.

This will mean that every student will be given equal opportunity in school admission, admissions to courses, course content, support services and extracurricular and athletic activities.

All implementing provisions issued by the Board of Elementary and Secondary Education in compliance with this law will be followed.

SOURCE: MASC February 2019

LEGAL REFS.: Title VI, Civil Rights Act of 1964
Title VII, Civil Rights Act of 1964, as amended by the Equal Employment
Opportunity Act of 1972
Executive Order 11246, as amended by E.O. 11375
Title IX, Education Amendments of 1972
M.G.L. 76:5; 76:16 (Chapter 622 of the Acts of 1971)
BESE regulations 603 CMR 26:00
BESE regulations 603 CMR 28.00
The McKinney-Vento Act and Title I Part A, as Amended by the Every
Student Succeeds Act of 2015

CROSS REF.: AC, Nondiscrimination

Reviewed, Revised and Updated: January 27, 2020

EDUCATIONAL EQUITY

The School Committee's goal is to strive to address the needs of every student in each of our schools, subject to budgetary, space and other limitations.

Educational equity for the purpose of this policy is defined as providing all students, as reasonably practical, the high quality instruction and support they need to reach and exceed a common standard.

To achieve educational equity the District will commit to:

1. Systematically, when appropriate, use Districtwide and individual school level data, disaggregated by race/ethnicity, gender/gender identity, national origin, language, special education, socioeconomic status and mobility to inform District decision-making.
2. Raise the achievement of all students.
3. Graduate all students ready to succeed in a diverse local, national and global community.

In order to reach the goal of educational equity, as reasonably practical, for each and every student, the District shall:

1. Provide every student with access to high quality curriculum, support and other educational resources.
2. Seek to promote educational equity as a priority in professional development.
3. Endeavor to create schools with a welcoming and inclusive culture and environment.
4. Provide multiple pathways to success in order to meet the needs of the diverse student body and actively encourage, support and expect high academic achievement for each student.

The Superintendent shall include equity practices in the District's strategic plan and goal strategies to implement this policy. The Superintendent, upon request, will periodically report to the Committee the progress of the implementation of this policy.

SOURCE: MASC September 12, 2019

First Reading: January 27, 2020

Second Reading: February 26, 2020

Approved: February 26, 2020

ATTENDANCE AREAS

Attendance areas for the various schools of the town will be drawn up by the Superintendent and approved by the School Committee. The primary considerations that govern the establishment of a school attendance area are school capacity and transportation considerations. Generally, students will attend the school in the attendance area in which they live.

In establishing an attendance area, the Committee will take into consideration safe walking conditions consistent with the Committee's transportation policies.

From time to time an overcrowded condition in an existing school, the development of new residential areas, or the opening of a new school may require the establishment or change of previously established school attendance areas.

The Committee will confer with community representatives prior to setting new attendance lines. However, the Committee's primary basis for judgment must be equality of educational opportunity for all students rather than the personal desires of any one group.

The Superintendent is authorized to make exceptions to attendance lines for individual children in the best interests of the student and/or the school.

SOURCE: MASC February 2019

LEGAL REFS.: M.G.L. 71:37C; 71:37D; 71:37I; 71:37J
603 CMR 17.00
603 CMR 26.00

CROSS REF.: JCA, Assignment of Students to Schools

First Reading: March 11, 2020

Second Reading: March 31, 2020

Approved: March 31, 2020

ASSIGNMENT OF STUDENTS TO SCHOOLS

Generally, students will be required to attend school in the attendance area in which they reside, unless the Superintendent has granted special permission.

Special permission may be granted for the following reasons:

1. If the change involves a hardship case or if there are medical considerations.
2. If the change appears to be in the interests of the child, of the schools, or for disciplinary and administrative reasons.
3. If the legal residence of a child changes from one attendance area to another during the school year and the parents/guardians wish the child to remain in his former school; permission will not extend beyond the current school year.
4. To permit students to take courses not offered in their assigned schools.

School bus transportation will not be provided for students attending schools outside their attendance area unless they can be accommodated on existing bus routes and schedules or a hardship is involved; or unless specific permission is granted by the Superintendent.

SOURCE: MASC February 2019

LEGAL REFS.: M.G.L. 71:37C; 71:37D; 71:37I; 71:37J
603 CMR 17.00
603 CMR 26.00

CROSS REF.: JC, Attendance Areas

Reviewed, revised and updated: January 3, 2018

Updated: March 11, 2020

ENTRANCE AGE REQUIREMENTS

Kindergarten

Children whose fifth (5th) birthday falls on or before September 1 of the year they are to enter Kindergarten are eligible to enroll in kindergarten provided they have met the following requirements:

- A. Proof of age by certified birth certificate
- B. Participation in kindergarten entry screening
- C. Presentation of health records documenting student inoculations/tests as required by the State.
- D. Proof of residency.

These conditions should be met prior to the first day of school. Failure to meet the above conditions will suffice to exclude a child from entering Kindergarten.

New Resident Students

A child with newly established legal residence in the Town of Auburn, who does not meet Auburn's kindergarten entrance age requirements but has begun kindergarten in his/her previous school system, will be evaluated for kindergarten readiness. The Building Principal will determine if the child is to enter kindergarten based on kindergarten entry screening, past school achievement, maturity and approval of the Superintendent

Source: MASC 2016

LEGAL REFS: MGL 15:1G
603 CMR 8.00

Reviewed, revised and updated: January 3, 2018

ENTRANCE AGE REQUIREMENTS

First Grade

Children whose sixth (6th) birthday falls on or before September 1 of the year they are to enter Kindergarten are eligible to enter Grade One provided they have met the following requirements:

- A. Proof of age by certified birth certificate
- B. Participation in school readiness screening
- C. Presentation of health records documenting student inoculations/tests as required by the State.
- D. Proof of residency.

These conditions should be met prior to the first day of school. Failure to meet the above conditions will suffice to exclude a child from entering Grade One.

New Resident Students

A student with newly established legal residence in the Town of Auburn, who does not meet Auburn's Grade One entrance age requirements but has completed kindergarten and/or begun Grade One in his/her previous school system, will be evaluated for Grade One readiness. The Building Principal will determine if the child is to enter Grade One based a school readiness screening test, past school achievement, maturity and approval of the Superintendent

Source: MASC 2016

LEGAL REFS: MGL 15:1G
603 CMR 8.00

Reviewed, revised and updated: January 3, 2018

SCHOOL ADMISSIONS

All children of school age who reside in the Town of Auburn will be entitled to attend the public schools, as will certain children who do not reside in the District but who are admitted under School Committee policies relating to nonresident students or by specific action of the School Committee.

Advance Registration for prospective kindergarten students will take place in the spring. Every student seeking admission to the school for the first time must present a birth certificate or equivalent proof of age acceptable to the pPrincipal and proof of vaccination and immunization as required by the state and the School Committee.

Two forms documenting proof of residency – one from Category A and one from Category B – of the parents or guardian will also be required.

Examples of these documents are:

Category A:

1. Current Paid Residential Real Estate Tax Bill (for the home in which you are residing)
2. Purchase and Sale Agreement
3. Rental or Lease Agreement

Category B:

1. Utility Bill under parent/guardian name
2. Voter Registration
3. Telephone Bill in parent/guardian name at residence

The administration reserves the right to request proof of residency at any time.

Source: MASC February 2019

Legal References: M.G.L. 15:1G, 76:1; 76:5; 76:15; 76:15A
603 CMR 26.00

Cross References: JHCA, Physical Examination of Students
JHCB, Inoculation of Students
JFABD, Homeless Students: Enrollment Rights and Services
JFABE, Educational Opportunities for Military Children
JFABF, Educational Opportunities for Children in Foster Care

First Reading: October 6, 2008

Second Reading: October 20, 2008

Approved: October 20, 2008

Updated: April 6, 2016

Updated: March 11, 2020

SELECTION AND ACCEPTANCE OF INTERNATIONAL EXCHANGE STUDENTS

I. Philosophy

The Auburn Public School District actively promotes international understanding and global awareness among young people from this country and from other countries by hosting international exchange students.

II. Mission

The mission of the International Exchange Program at Auburn High School is intended to accomplish the following:

- Encourage the education of young people about foreign countries and peoples by arranging for qualified individuals to live and study in countries different from their own.
- Encourage Americans to learn more about foreign countries, their people and their languages.
- Create opportunities for cross-cultural friendships.
- Increase understanding of the United States, its people, culture and history, among young people all over the world.

III. Selection and Acceptance

Selection and acceptance of International Exchange Students shall be at the discretion of the building principal, acting in accordance with the "Guidelines for Accepting International Exchange Students."

First Reading: November 2, 2009
Second Reading: November 23, 2009
Approved: November 23, 2009

GUIDELINES FOR ACCEPTING INTERNATIONAL EXCHANGE STUDENTS

I. Philosophy

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- Create opportunities for cross-cultural friendships.
- Increase understanding of the United States, its people, culture and history, among young people all over the world.

III. Selection and Acceptance of Foreign Exchange Students

Sponsoring organizations must be approved by the Council on Standards for International Education Travel (CSIET), a not-for-profit organization committed to quality international educational travel and exchange. It establishes standards for organizations operating international education travel and exchange programs at the high school level, monitors compliance with those standards, and disseminates information regarding international educational organizations. Such approval ensures the following:

- That the applicant maintained an above average grade point average in academic courses (English, math, history, science) for the past three years.
- That the applicant demonstrates adequate English language proficiency to study in high school. (The high school reserves the right to require a language proficiency test be administered to the applicant at the sponsoring agency's expense).
- That the student be of good character and have the academic and personal resources to function successfully with a **FULL ACADEMIC SCHEDULE** (with no special services), and to adjust to the new culture and host family.
- That the sponsoring agency arranges for a compatible host family and provide support services to the student on a continual basis.
- That the host family agrees to all the terms and conditions of the sponsoring agency.
- That request for placement must be made in writing no earlier than April 1 and no later than May 1 of the year prior to the desired year of attendance. All appropriate credentials (please see list of required information) must be submitted at this time. The Guidance Director will inform the sponsoring agency of its decision by July 1, allowing for school committee approval and proper registration.

- That the number of students to be accepted each year is at the discretion of the building principal and may vary, depending on fiscal constraints, enrollment projections, and other administrative considerations, but not to exceed two students in any given year.
- That the grade placement shall be in accordance with the guidelines of the sponsoring agency.
- That a Certificate of Attendance and not a diploma be granted to the student upon completion of a full year of study.

IV. Required Information

The sponsoring agency must provide information which will help the school system screen the applicant. This information may include, but not be limited to the following:

- Official school transcripts for the past three years translated in English
- Health records based on examinations by physicians within 12 months of the arrival with clearly written examination dates and complete immunization histories
- Student's application and statement of purpose for study abroad
- Student's letter to the host family and photograph
- Teacher recommendations
- SLEP scores that were administered no earlier than six (6) months prior to the start of the April 1st application window

The sponsoring agency should provide information which will allow the school system to become familiar with its policies and procedures. This information may include, but not be limited to, the following:

- Statement of purpose
- Screening procedures
- Services provided to students and host families
- Student rules and regulations
- Phone number and address of local agency liaison

First Reading:	November 2, 2009
Second Reading:	November 23, 2009
Approved:	November 23, 2009

ADMISSION OF TRANSFER STUDENTS

Entrance requirements for Kindergarten and Grade One students are contained in JEB and JEB-1 respectively.

Any student who lives in Auburn but has attended a school outside the District and desires to be transferred into the Auburn Public Schools share present the following:

1. A transfer card from the sending school indicating grade placement.
2. A permanent school record, report and and/or transcript of grades showing the student's program up to the time of transfer.
3. A health record of the student which documents inoculations/tests as required by the state
4. Discipline and attendance records.
5. Evidence of Residency in the Town of Auburn.

Transfer students who have met the above requirements shall not be denied admission to the Auburn Public Schools. Placement of the student will be the responsibility of the building principal.

The school district will enroll and place students who have left Commonwealth charter schools by adhering to the same policies and procedures in place for any other student enrolling in the school district including, but not limited to, examination of the course of study and level of academic attainment of the student when determining the student's appropriate grade placement or eligibility for high school graduation.

To the same extent provided for other students enrolling in the school district, students who enroll in the school district from a Commonwealth charter school shall be subject to the graduation requirements of the school district, may have certain graduation requirements waived, and may make-up certain graduation requirements.

LEGAL REFS.: Chapter 12, Section 11 of the Acts of 2010

SOURCE: MASC February 2011

Reviewed, revised and updated: February 20, 2019

HOMELESS STUDENTS: ENROLLMENT RIGHTS AND SERVICES

As required by law, the District will work with homeless children and youth and unaccompanied youth¹ (collectively "homeless students") as well as their families to provide stability in school attendance and other services. Special attention will be given to ensuring the enrollment and attendance of homeless students not currently attending school. Homeless students will be provided District services for which they are eligible, including Head Start and comparable preschool programs, Title I, similar state programs, special education, bilingual education, vocational and technical education programs, gifted and talented programs, school nutrition programs, summer programming and extracurricular activities. Homeless students are defined as lacking a fixed, regular and adequate nighttime residence, including:

1. Sharing the housing of other persons due to loss of housing, economic hardship or similar reason;
2. Living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations;
3. Living in emergency or transitional shelters;
4. Being abandoned in hospitals;
5. Living in public or private places not designed for or ordinarily used as regular sleeping accommodations for human beings;
6. Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations or similar settings; and
7. Migratory children living in conditions described in the previous examples.

Students Remaining in Schools of Origin

It is presumed to be in the best interest of homeless students to remain in their schools of origin, i.e. the school that the student was attending at the time he or she became homeless, or the last school the student attended prior to becoming homeless. Homeless students may continue to attend their school of origin for as long as they remain homeless or until the end of the academic year in which they obtain permanent housing. For homeless students who complete the final grade level served by the school of origin, the term "school of origin" shall also include the receiving school in the same school district educating students at the next grade level.

Homeless students are entitled to transportation comparable to that provided for all other students attending school in the District. The district will transport students who are sheltered or temporarily residing within the District to the students' school of origin. For homeless students attending a school of origin located outside the District in which the student is sheltered or temporarily residing, the district in which the school of origin is located will coordinate with the district in which the student is sheltered or temporarily residing to provide the transportation services necessary for the student, and these districts will divide the cost equally. Formerly homeless students who find permanent housing mid-school year will continue to receive transportation services until the end of the school year.

Students Enrolling in District Where Sheltered or Temporarily Residing

Parents or guardians may elect to enroll homeless students in the school district in which the student is sheltered or temporarily residing, rather than having the student remain in the school of origin. Enrollment changes for homeless students should take place immediately.

If homeless students are unable to provide written proof of their shelter or temporary residence in the district, the homeless liaison will work with the family seeking enrollment to determine homelessness. Information regarding a homeless student's living arrangement shall be considered a student education record, and not directory information. Records containing information about the homeless student's living arrangement may not be disclosed without the consent of the parent or satisfaction of another student-privacy related exemption.

If the student does not have immediate access to immunization records, the student shall be permitted to enroll under a personal exception. Students and families should be encouraged to obtain current immunization records or immunizations as soon as possible, and the district liaison is directed to assist. Emergency contact information is required at the time of enrollment consistent with district policies, including compliance with the state's address confidentiality program when necessary. After enrollment, the district will immediately request available records from the student's previous school.

Attendance rights by living in attendance areas, other student assignment policies, or intra and inter-district choice options are available to homeless families on the same terms as families who reside in the district. Accordingly, the district will provide transportation services to school in a manner comparable to the transportation provided for all other students in the district.

Dispute Resolution

If the district disagrees with a parent or guardian's decision to keep a student enrolled in the school of origin and considers enrollment in the district where the student is sheltered or temporarily residing to be in the student's best interest, the district will explain to the parent, in writing and in a language the parent can understand,¹ the rationale for its determination and provide parent with written notice of their rights to appeal the district's determination to the Massachusetts Department of Elementary and Secondary Education². During the pendency of any such appeal, the student should remain enrolled in the school selected by the parent or guardian, receiving transportation to school and access to other available services and programs.

The Massachusetts Department of Elementary and Secondary Education's Advisory on Homeless Education Assistance contains additional information about educating homeless students and the appeal process. This advisory is available at the following link:

<http://www.doe.mass.edu/mv/haa/mckinney-vento.docx>

¹ "A homeless child or youth not in the physical custody of a parent or guardian." 42 USC §11434a.

² Translation of communications of this type is required by Title I, among other laws. *See, e.g.* 20 USC § 6312.

³ Information about the dispute resolution process managed by the Department of Elementary and Secondary Education can be located here: <http://www.doe.mass.edu/mv/haa/03-7.html>

Homeless Liaison

The Superintendent shall designate an appropriate staff person to be the district's liaison for homeless students and their families. The district's liaison for homeless students and their families shall coordinate with local social service agencies that provide services to homeless children and youths and their families; other school districts on issues of transportation and records transfers; and state and local housing agencies responsible for comprehensive housing affordability strategies. This coordination includes providing public notice of the educational rights of homeless students in locations such as schools, family shelters and soup kitchens. The district's liaison will also review and recommend amendments to district policies that may act as barriers to the enrollment of homeless students. The liaison shall ensure district staff receive professional development and other support on issues involving homeless students.

SOURCE: MASC October 2019

LEGAL REFS.: The McKinney-Vento Act and Title I, Part A, as Amended by the Every Student Succeeds Act of 2015

Reviewed, revised and updated: June 6, 2018

Revised and updated per DESE: September 5, 2018

Updated: January 27, 2020

EDUCATIONAL OPPORTUNITIES FOR MILITARY CHILDREN

To facilitate the placement, enrollment, graduation, data collection and provision of special services for students transferring into or out of the District because of their parents or guardians being on active duty in the U.S. Armed Services, the District supports and will implement its responsibilities as outlined in the Interstate Compact on Educational Opportunity for Military Children. The District believes it is appropriate to remove barriers to educational success imposed on children of military families resulting from frequent moves required by parents' or guardians' military deployment.

Definitions:

Children of military families: School aged children, enrolled in kindergarten through 12th grade, in the household of an active duty member of the uniformed service of the United States, including members of the National Guard and Reserve serving on active duty.

Deployment: The period one month before the service members' departure from their home station on military orders through six months after return to their home station.

Education(al) records: Official records, files, and data directly related to a student and maintained by the school including, but not limited to, records encompassing all the material kept in the student's cumulative folder.

Eligible students are children of military families as well as the children of veterans who have been severely injured and medically discharged, and children of active duty personnel who died on active duty. Children of retired active duty personnel are also eligible to receive services for one year following the discharge due to severe injury, or the retirement or death of an active military parent. The Compact does not apply to children of inactive Guard or Reserves, veterans and retired personnel, veterans not included above, or U.S. Department of Defense personnel and other federal civil service employees and contract employees.

The District's responsibilities to eligible children include the following:

- Sending schools must send either official or unofficial records with the moving students and District receiving schools must use those records for immediate enrollment and educational placement.
- Upon enrollment of an eligible student, the receiving school must request official records and the sending schools shall respond within 10 days with the records.
- Immunization requirements of the District may be met within 30 days from the date of enrollment (or be in progress).
- Receiving schools must honor placement of students in all courses from the sending school. These include initially, but are not limited to, Honors, International

Baccalaureate, Advanced Placement, vocational-technical and career pathway courses if those courses are offered in the receiving school and space is available. The receiving schools must also initially honor placement of like programs to those of the student in the sending state, including, but not limited to, Gifted and Talented programs, and English as a Second Language programs. Receiving schools are not precluded from performing subsequent evaluation to ensure the appropriate placement and continued enrollment of the student in courses and programs.

- In compliance with federal law, the District will assume financial and programmatic responsibility for the special education programs of students with existing IEPs drafted in other states. As appropriate, the District will exercise the right to waive prerequisites for all courses and programs, while also maintaining its right to re-evaluate the student to ensure continued enrollment, also as deemed appropriate.
- Students of active duty personnel shall have additional excused absences, as necessary for visitations relative to leave or deployment.
- An eligible student living with a noncustodial parent or other person standing in loco parentis shall be permitted to continue to attend the school in which he or she was enrolled while living with the custodial parent or guardian without any tuition fee imposed.
- The District high school will accept exit or end-of-year exams required from the sending state, national norm-referenced tests, or alternate testing instead of testing requirements for graduation in the District (receiving state.) If this is not possible, the alternative provision of the Interstate Compact shall be followed to facilitate the on-time graduation of the student in accordance with Compact provisions.

MASC: October 2019

LEGAL REFS: Interstate Compact on Educational Opportunity for Military Children

First Reading: September 5, 2018
Second Reading: September 19, 2018
Approved: September 19, 2018

Reviewed, revised and updated: January 27, 2020

EDUCATIONAL OPPORTUNITIES FOR CHILDREN IN FOSTER CARE

The purpose of this policy is to ensure the educational stability of students in foster care. Educational stability has a lasting impact on students' academic achievement and wellbeing, and the School Committee is committed to supporting all efforts to ensure that students in foster care have equal access to high-quality, stable educational experiences from preschool (if attend) through high school graduation.

Irrespective of the location of a foster care placement, students in foster care will continue to attend their school of origin, unless after a collaborative decision-making process, it is determined to be in the student's best interest to enroll in and attend school in the district in which the student resides in foster care. Enrollment of students in the district where they reside in foster care will take place immediately upon such a determination.

The District has designated a point of contact for students in foster care. The District and the point of contact will collaborate with DCF to ensure that students can access transportation and the other services to which they may be entitled.

Best Interest Determination

Decisions about whether a student in foster care should continue to attend the school of origin should be made collaboratively by DCF, the student (as appropriate), the student's family and/or foster family (or if different, the person authorized to make educational decisions on behalf of the student), the school and district of origin, and the local district where the student is placed. Best interest determinations should focus on the needs of each individual student and account for a variety of factors about the student and his or her foster care placement. Every effort should be made to reach agreement regarding the appropriate school placement of a student in foster care; however, DCF will finalize the best interest determination if the relevant parties cannot agree on the best school for the student to attend.

The District can seek review of DCF's decision by utilizing a Foster Care School Selection Dispute Resolution Process established by DESE and DCF. Decisions made through this process are not subject to review. To the extent feasible and appropriate, the District will ensure that a child remains in his or her school of origin while the disputes are being resolved to minimize disruptions and reduce the number of moves between schools.

Transportation

The district of origin must collaborate with DCF on how transportation will be arranged and provided to ensure that students in foster care who need transportation to remain in their school of origin will receive such transportation while they are in foster care.

Transportation options may include using Title I funds, establishing regional collaborations among districts, coordinating with existing routes for transportation, seeking help from foster

parent(s), etc. Absent other agreements between the District and DCF, the district of origin is responsible for providing transportation to and from the school of origin.

Immediate Enrollment

If it is in the best interest of a student in foster care to leave the school of origin, the student must be immediately enrolled in the district in which he or she receives foster care. During enrollment of students in foster care, DCF representatives will present the District with a form indicating that the student is in foster care, along with a state-agency identification badge.

If the student does not have immediate access to immunization records, the student shall be permitted to enroll under a personal exception. Students and families should be encouraged to obtain current immunization records or immunizations as soon as possible, and the district liaison is directed to assist. Emergency contact information is required at the time of enrollment consistent with district policies, including compliance with the state's address confidentiality program when necessary. After enrollment, the district will immediately request available records from the student's previous school.

Attendance rights by living in attendance areas, other student assignment policies, or intra and inter-district choice options are available to students in foster care (homeless families) on the same terms as families who reside in the district. Accordingly, the district will provide transportation services to school in a manner comparable to the transportation provided for all other students in the district.

SOURCE: MASC October 2019

LEGAL REFS: *Every Student Succeeds Act (ESSA)*;
Fostering Connections to Success and Increasing Adoptions Act of 2008
(Fostering Connections Act)

First Reading: September 5, 2018
Second Reading: September 19, 2018
Approved: September 19, 2018

Reviewed, revised and updated: January 27, 2020

SCHOOL CHOICE

It is the policy of the Auburn Public Schools to admit non-resident students under the terms and conditions of the Inter-district School Choice Law (M.G.L. 76:12B) and under the following local conditions:

1. That by March 1st of every school year, the administration will determine the number of spaces available to choice students in each grade.
2. If consideration is being given to withdraw from the provisions of the choice law, a public meeting will be held to review this decision by June 1st.
3. That resident students be given priority placement in any classes or programs within the District.
4. That the selection of non-resident students for admission be in the form of a random drawing when the number of requests exceeds the number of available spaces at a particular grade level. If all open slots are filled in the first drawing, no additional drawings will be held.
5. That interested parents shall annually submit a school choice application between October 1st and March 31st of each school year prior to the year of potential admission.
6. Any student who is accepted for admission under the provisions of this policy is entitled to remain in the District until graduation from high school unless State funding of the program is not available.
7. That the Superintendent's Office will notify all applicants in writing whether they are accepted or not.
6. If siblings seek enrollment in the same grade, the name of only one sibling may be included in the random drawing. If that one name is chosen, however, all siblings at that same grade level will be approved for admission assuming they meet the enrollment criteria.
7. Once a child is accepted under School Choice, his or her siblings will receive priority in admission at their grade level, assuming they wish to enroll. The decision to accept siblings will be based on projected class size in the grade(s) requested and therefore is not a guarantee. The Committee does recognize, however, that siblings attending the same District does make educational sense.
8. The School Committee affirms its position that it shall not discriminate in the admission of any child on the basis of race, color, religion, national origin, sex, gender identity, age, sexual orientation, ancestry, athletic performance, physical handicap, special need, academic performance, proficiency in the English language or pregnancy or pregnancy related conditions.

SOURCE: MASC

LEGAL REFS.: M.G.L. 71:6; 71:6A; 76:6; 76:12; 76:12B
BESE Regulations 603 CMR 26.0
Pregnancy Fairness Act of 2018

First Reading: September 5, 2012

Second Reading: September 19, 2012

Approved: September 19, 2012

Reviewed, revised and updated: January 3, 2018

Updated: April 4, 2019

Updated: May 26, 2020

STUDENT ABSENCES AND EXCUSES

Regular and punctual school attendance is essential for success in school. The Committee recognizes that parents/guardians of children attending our schools have special rights as well as responsibilities, one of which is to ensure that their children attend school regularly, in accordance with state law.

Therefore, students may be excused temporarily from school attendance for the following reasons: illness or quarantine; bereavement or serious illness in family; weather so inclement as to endanger the health of the child; and observance of major religious holidays.

A child may also be excused for other exceptional reasons with approval of the Principal or designee.

A student's understanding of the importance of day-to-day schoolwork is an important factor in the shaping of his character. Parents/guardians can help their children by not allowing them to miss school needlessly.

Accordingly, parents/guardians will provide a written explanation for the absence or tardiness of a child. This will be required in advance for types of absences where advance notice is possible.

In instances of chronic or irregular absence reportedly due to illness, the school administration may request a physician's statement certifying such absences to be justified.

Student Absence Notification Program

Each Principal or designee will notify a student's parent/guardian within 3 days of the student's absence in the event the parent/guardian has not informed the school of the absence.

Each Principal or designee shall make a reasonable effort to meet with any student, and that student's parent/guardian, who has missed five (5) or more unexcused school days (a school day shall be equal to two (2) or more class periods in the same day) in a school year. The meeting shall be to develop action steps to improve student attendance and shall be developed jointly by the Principal or designee, the student, and the student's parent/guardian. The parties may seek input from other relevant school staff and/or officials from relevant public safety, health and human service, housing, and nonprofit agencies.

Dropout Prevention

A student who has not graduated from high school and has been absent from school for ten (10) consecutive days of unexcused absence shall not be considered permanently removed from school unless the Principal has sent notice to the student, and that student's parent/guardian. The notice shall be sent within five (5) days of the tenth consecutive day of absence and shall offer at least 2 dates and times within the next ten (10) days for an exit interview with the Superintendent or designee, the student, and the student's parent/guardian. The notice shall be in both English and the primary language of the home, if applicable. The notice shall include contact information for scheduling the exit interview and shall indicate the parties shall reach an agreement on the

date/time of the interview within the ten (10) day timeframe. The timeframe may be extended at the request of the parent/guardian and no extension shall exceed 14 days.

The Superintendent or designee may proceed with any interview without a parent/guardian present, provided the Superintendent has documented a good faith effort to include the parent/guardian.

The Superintendent or designee shall convene a team of school staff to participate in the exit interview and shall provide information to the student and, if applicable, the student's parent/guardian on the detrimental effects of early withdrawal from school and the alternative education programs and services available to the student.

SOURCE: MASC February 2019

LEGAL REFS.: M.G.L. 76:1; 76:1B; 76:16; 76:18; 76:20

First Reading: March 11, 2020
Second Reading: March 31, 2020
Approved: March 31, 2020

EXCLUSIONS AND EXEMPTIONS FROM SCHOOL ATTENDANCE

Denial of Admission

Denial of admission means the withholding of the privilege of enrolling in a school of the District.

The following shall be the grounds for denial of admission to school or for diversion to an appropriate alternative program:

Graduation from the twelfth grade of any school or receipt of any document evidencing completion of the equivalent of a secondary curriculum;

Failure to meet the requirements of age by a student who has reached the age of six years at a time after the beginning of the school year, as fixed by the School Committee as provided in Massachusetts General Laws;

Not being a resident of the District and the District has opted not to participate in the School Choice Law;

Failure to comply with the provisions of the Massachusetts School Entry Immunization Law.

SOURCE: MASC February 2019

LEGAL REFS.: M.G.L. 71:37H; 76:12; 76:12A; 76:12B
603 CMR 26:00

Reviewed, revised and updated: January 3, 2018

Updated: March 11, 2020

STUDENT RIGHTS AND RESPONSIBILITIES

The School Committee has the responsibility to afford students the rights that are theirs by virtue of guarantees offered under the federal and state constitutions and statutes. In connection with rights, there are responsibilities that must be assumed by students.

Among these rights and responsibilities are the following:

1. Civil rights--including the rights to equal educational opportunity and freedom from discrimination; the responsibility not to discriminate against others.
2. The right to attend free public schools; the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school.
3. The right to due process of law with respect to suspension, expulsion, and decisions the student believes injure his rights.
4. The right to free inquiry and expression; responsibility to observe reasonable rules regarding these rights.
5. The right to privacy, which includes privacy with respect to the student's school records.

It is the School Committee's belief that as part of the educational process students should be made aware of their legal rights, and of the legal authority of the School Committee to make and delegate authority to its staff to make, rules regarding the orderly operation of the schools.

Students have the right to know the standards of behavior that are expected of them, and the consequences of misbehavior.

The rights and responsibilities of students, including standards of conduct, will be made available to students and their parents through handbooks distributed annually.

SOURCE: MASC

LEGAL REFS.: M.G.L. 71:37H; 71:82 through 71:86

Reviewed, revised and updated: February 20, 2019

Auburn Public Schools

STUDENT INVOLVEMENT IN DECISION-MAKING

As appropriate to the age of students, class or school organizations and school government organizations, such as student councils, may be formed to offer practice in self-government and to serve as channels for the expression of students' ideas and opinions.

The Committee will take into consideration student opinions in establishing policies that directly affect student programs, activities, privileges and other areas of student sensitivity.

Students will be welcomed at Committee meetings and granted privileges of speaking in line with the privileges extended to the general public.

Student Advisory Committee

As required by state law, the Committee will meet at least once every other month while school is in session with its student advisory committee, which is composed of five students elected by the high school student body. The chair of the student advisory committee shall be an ex-officio nonvoting member of the School Committee without the right to attend executive sessions unless such right is expressly granted by the School Committee.

SOURCE: MASC

LEGAL REF.: M.G.L. 71:38M

CROSS REF.: BDF, Advisory Committees to the School Committee

Reviewed, revised and updated: February 20, 2019

File: JICC (also EEAEC)

STUDENT CONDUCT ON SCHOOL BUSES

The School Committee and its staff share with students and parents the responsibility for student safety during transportation to and from school. The authority for enforcing School Committee requirements of student conduct on buses will rest with the Principal.

To ensure the safety of all students who ride in buses, it may occasionally be necessary to revoke the privilege of transportation from a student who abuses this privilege. Parents of children whose behavior and misconduct on school buses endangers the health, safety, and welfare of other riders will be notified that their children face the loss of transportation privileges in accordance with regulations approved by the School Committee.

SOURCE: MASC

REF: EEAEC

Reviewed, revised and updated: February 20, 2019

STUDENT PUBLICATIONS

Within the school setting, students enjoy the constitutional right of freedom of expression, including the right to express their views in student publications, provided such expression does not cause, or threaten to cause by reasonable forecast by school officials, any disruption or disorder in the school. Additionally, such constitutional right of freedom of expression does not include expression which is obscene, defamatory, or advocates violence or illegality where such advocacy is imminently likely to incite the commission of such acts to the detriment of school security, or which can reasonably be forecast to cause substantial disruption or material interference with school activities. The School Committee will at least annually review their support of student publications, and encourage student publications not only because they offer an educational activity through which students gain experience in reporting, writing, editing, and understanding responsible journalism, but also because they provide an opportunity for students to express their views subject to the limitations as contained in this policy.

Student publications will be encouraged to comply with the rules for responsible journalism. Students shall affix their names to all articles or editorials written by or contributed to by them. Building principals will review student publications prior to their distribution, to address matters that are not protected forms of expression.

Each student publication shall contain the following: "Pursuant to state law, no expression made by students in the exercise of such rights shall be deemed to be an expression of school policy and no school officials shall be held responsible in any civil or criminal action for any expression made or published by the students."

Distribution of Literature

The time, place and manner of distribution of literature will be reasonably regulated by the Principal.

LEGAL REF.: M.G.L. 71:82
SOURCE: MASC April 2007

Reviewed, revised and updated: February 20, 2019

PROHIBITION OF HAZING

The School Committee prohibits students, employees or school organizations from engaging in the activity of hazing, as defined by Massachusetts General Law and in the student handbook, on school property or at any school-sponsored event regardless of the location. The Committee also prohibits any organization that uses the facilities or school grounds from engaging in the activity of hazing.

Additionally, any student who observes what appears to them to be the activity of hazing another student or person should report such information to the Principal.

Student infractions to this policy will result in disciplinary action as detailed in the student handbook.

SOURCE: MASC

LEGAL REF.: M.G.L. 269:17, Crime of Hazing; Definition; Penalty
M.G.L. 269:18, Hazing Statutes to be Provided; Statement of
Compliance and Discipline Policy Required
M.G.L. 269:19, Duty to Report Hazing
M.G.L. 71:37, Student Handbooks
M.G.L. Chapter 536 of the Acts of 1985

CROSS REF.: Policy IJNDB, Acceptable Electronic Network Use
Student Handbook

First Reading: May 18th, 2009
Second Reading: June 1st, 2009
Approved: June 1st, 2009

Auburn Public Schools

HAZING

CH. 269, S.17. CRIME OF HAZING; DEFINITION; PENALTY

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

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

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

CH. 269, S.18. DUTY TO REPORT HAZING

Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

CH. 269, S.19. HAZING STATUTES TO BE PROVIDED; STATEMENT OF COMPLIANCE AND DISCIPLINE POLICY REQUIRED

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

Attachment I

**HARASSMENT, BULLYING, DISCRIMINATION, AND HATE CRIMES
REPORTING/COMPLAINT FORM**

Complainant's Name: _____

Reporter's Name: _____

Please describe facts and/or circumstances of the incident or pattern of behavior

Summary of any initial action taken

Date(s) of incident(s): _____

Time(s) of incident(s): _____

Names of witnesses, if any _____

Signature of Complainant

BULLYING PREVENTION

The Auburn Public Schools is committed to providing a safe, positive and productive educational environment where students can achieve the highest academic standards. No student shall be subjected to harassment, intimidation, bullying, or cyberbullying.

"Bullying" is the repeated use by one or more students or school staff of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, directed at a target that:

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

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

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

Cyber-bullying shall also include the creation of a web page or blog in which the creator assumes the identity of another person or knowingly impersonates another person as author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying.

Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

Bullying and cyber-bullying may occur in and out of school, during and after school hours, at home and in locations outside of the home. When bullying and cyber-bullying are alleged, the full cooperation and assistance of school staff, parents and families are expected.

For the purpose of this policy, whenever the term bullying is used it is to denote either bullying or cyber-bullying.

Bullying is prohibited:

- On school grounds;
- On property immediately adjacent to school grounds;
- At school-sponsored or school-related activities;
- At functions or programs whether on or off school grounds
- At school bus stops;
- On school buses or other vehicles owned, leased or used by the school district; or,
- Through the use of technology or an electronic device owned, leased or used by the Auburn Public Schools;

Bullying and cyber-bullying are prohibited at a location, activity, function or program that is not school-related

or through the use of technology or an electronic device that is not owned, leased or used by the Auburn School District if the act or acts in question:

- create a hostile environment at school for the target;
- infringe on the rights of the target at school; and/or
- materially and substantially disrupt the education process or the orderly operation of a school

Prevention and Intervention Plan

The Superintendent and/or her/his designee shall oversee the development of a prevention and intervention plan, in consultation with all district stakeholders, which may include teachers, school staff, professional support personnel, school volunteers, administrators, community representatives, local law enforcement agencies, students, parents and guardians, consistent with the requirements of this policy, as well as state and federal laws. The bullying prevention and intervention plan shall be reviewed and updated at least biannually.

The Principal is responsible for the implementation and oversight of the bullying prevention and implementation plan within his or her school, except when a reported bullying incident involves the principal or the assistant principal as the alleged aggressor. In such cases, the Superintendent or designee shall be responsible for investigating the report, and other steps necessary to implement the Plan, including addressing the safety of the alleged victim. If the Superintendent is the alleged aggressor, the School Committee, or its designee shall be responsible for investigating the report, and other steps necessary to implement the Plan, including addressing the safety of the alleged victim.

Reporting

Students, who believe that they are a target of bullying, observe an act of bullying, or who have reasonable grounds to believe that these behaviors are taking place, are obligated to report incidents to a member of the school staff. The target shall, however, not be subject to discipline for failing to report bullying.

Each school shall have a means for anonymous reporting by students of incidents of bullying. No formal disciplinary action shall be taken solely on the basis of an anonymous report.

Any student who knowingly makes a false accusation of bullying shall be subject to disciplinary action.

Parents or guardians, or members of the community, are also encouraged to report an incident of bullying as soon as possible.

A member of a school staff shall immediately report any instance of bullying the staff member has witnessed or become aware of to the school principal or their designee. Failure to make such report in a timely manner may result in progressive discipline up to and including suspension or dismissal

Investigation Procedures

The Principal or their designee, upon receipt of a viable report, shall promptly contact the parents or guardians of a student who has been the alleged target or alleged perpetrator of bullying. The actions being taken to prevent further acts of bullying shall be discussed.

The school principal or a designee shall promptly investigate the report of bullying, using a Bullying/ Cyber-bullying Report Form which may include interviewing the alleged target, alleged perpetrator, staff members, students and/or witnesses.

The exception to the above is when a reported bullying incident involves the principal or the assistant principal as the alleged aggressor. In such cases, the Superintendent or designee shall be responsible for investigating the report, and other steps necessary to implement the Plan, including addressing the safety of the alleged victim. If the Superintendent is the alleged aggressor, the School Committee, or its designee shall be responsible for investigating the report, and other steps necessary to implement the Plan, including addressing the safety of the alleged victim.

Support staff shall assess an alleged target's needs for protection and create and implement a safety plan that shall restore a sense of safety for that student.

Confidentiality shall be used to protect a person who reports bullying, provides information during an investigation of bullying, or is witness to or has reliable information about an act of bullying.

If the school principal or a designee - or the Superintendent if the perpetrator was alleged to have been the principal or assistant principal - determines that bullying has occurred he/she shall take appropriate disciplinary action and if it is believed that criminal charges may be pursued against the perpetrator, the principal shall consult with the school's resource officer and the Superintendent to determine if criminal charges are warranted. If it is determined that criminal charges are warranted, the local law enforcement agency shall be notified.

The investigation shall be completed within fourteen school days from the date of the report. The parents or guardians shall be contacted upon completion of the investigation and informed of the results, including whether the allegations were found to be factual, whether a violation of this policy was found, and whether disciplinary action has or shall be taken. At a minimum, the Principal or his/her designee - or the Superintendent if the perpetrator was alleged to have been the principal or assistant principal - shall contact the parents or guardians as to the status of the investigation on a weekly basis.

Disciplinary actions for students or school staff who have committed an act of bullying or retaliation shall be in accordance with district disciplinary policies.

Each school shall document any incident of bullying that is reported per this policy and a file shall be maintained by the Principal or designee. A monthly report shall be provided to the Superintendent, upon request.

Confidentiality shall be maintained to the extent consistent with the school's obligations under law.

Retaliation

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

Target Assistance

The Auburn Public Schools shall provide counseling or referral to appropriate services, including guidance, academic intervention, and protection to students, both targets and perpetrators, affected by bullying, as necessary.

Training and Assessment

Annual training shall be provided for school employees and volunteers who have significant contact with students in preventing, identifying, responding to, and reporting incidents of bullying.

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

Publication and Notice

Annual written notice of the relevant sections of the bullying prevention and intervention plan shall be provided to students and their parents or guardians, in age-appropriate terms.

Annual written notice of the bullying prevention and intervention plan shall be provided to all school staff. The faculty and staff at each school shall be trained annually on the bullying prevention and intervention plan applicable to the school.

Relevant sections of the bullying prevention and intervention plan relating to the duties of faculty and staff shall be included in the school employee handbook.

The bullying prevention and intervention plan shall be posted on the Auburn Public Schools website.

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

LEGAL REFS.: Title VII, Section 703, Civil Rights Act of 1964 as amended
Federal Regulation 74676 issued by EEO Commission
Title IX of the Education Amendments of 1972
603 CMR 26.00
MGL 71:37O
MGL 265:43, 43A
MGL 268:13B
MGL 269:14A

CROSS REFS.: AC, Nondiscrimination
ACAB, Sexual Harassment
JBA, Student-to-Student Harassment
JICFA, Prohibition of Hazing
JK, Student Discipline Regulations

First Reading: November 1, 2010
Second Reading: November 15, 2010
Approved: November 15, 2010
Updated: October 21, 2013

Auburn Public Schools

ALCOHOL, TOBACCO, AND DRUG USE BY STUDENTS PROHIBITED

A student shall not, regardless of the quantity, use or consume, possess, buy or sell, or give away any beverage containing alcohol; any tobacco product, including vapor/E-cigarettes; marijuana; steroids; or any controlled substance. The School Committee prohibits the use or consumption by students of alcohol, tobacco products, or drugs on school property, at any school function, or at any school sponsored event.

Additionally, any student who is under the influence of drugs or alcoholic beverages prior to, or during, attendance at or participation in a school-sponsored activity, will be barred from that activity and may be subject to disciplinary action.

Verbal Screening

- The school district shall utilize, in accordance with law, a verbal screening tool approved by the Department of Elementary and Secondary Education to screen students for substance abuse disorders. The tool shall be administered by trained staff on an annual basis at grades 7 and 9.
- Parents/guardians shall be notified prior to the opening of school each year. Parents/guardians shall have the right to opt out of the screening by written notice prior to or during the screening.
- All statements made by a student during a screening are confidential and shall not be disclosed except in the event of immediate medical emergency or in accordance with law. De-identified results shall be reported to the Department of Public Health within 90 days of the completion of the screening process.

This policy shall be posted on the district's website and notice shall be provided to all students and parents of this policy in accordance with state law. Additionally, the district shall file a copy of this policy with DESE in accordance with law in a manner requested by DESE.

SOURCE: MASC February 2019

LEGAL REFS.: M.G.L.71:2A; 71:96; 71:97; 272:40A

CROSS REFS.: IHAMB, Teaching About Drugs, Alcohol, and Tobacco
GBEC, Drug Free Workplace Policy

Reviewed, Revised and Updated: October 2, 2019

PREGNANT STUDENTS

The Auburn Public Schools wishes to preserve educational opportunities for those students who may become pregnant and/or take on parenting responsibilities.

Pregnant students are permitted to remain in regular classes and participate in extracurricular activities with non-pregnant students throughout their pregnancy, and after giving birth are permitted to return to the same academic and extracurricular program as before the leave.

The Auburn Public Schools does not require a pregnant student to obtain the certification of a physician that the student is physically and emotionally able to continue in school.

Every effort will be made to see that the educational program of the student is disrupted as little as possible; that health counseling services, as well as instruction, are offered; that return to school after leave is encouraged; and that every opportunity to complete high school is provided.

LEGAL REFS.: M.G.L. 71:84
Title IX: 20 U.S.C. § 1681
34 CFR § 106.40(b)

SOURCE: MASC

First Reading: March 21, 2011
Second Reading: April 4, 2011
Approved: April 4, 2011

SEARCHES AND INTERROGATIONS

Searches by Staff

The right of inspection of students' school lockers is inherent in the authority granted school committees and administrators. This authority may be exercised as needed in the interest of safeguarding children, their own and school property.

Nevertheless, exercise of that authority by school officials places unusual demands upon their judgment so as to protect each child's constitutional rights to personal privacy and protection from coercion and to act in the best interest of all students and the schools.

Searches by school officials of students' automobiles or the student will be conducted in a way that protects the students' rights consistent with the responsibility of the school system to provide an atmosphere conducive to the educational process.

Interrogations by Police

The schools have legal custody of students during the school day and during hours of approved extracurricular activities. It is the responsibility of the school administration to make an effort to protect each student's rights with respect to interrogations by law enforcement officials. Therefore:

1. When law enforcement officials find it necessary to question students during the school day or periods of extracurricular activities, the school Principal or his/her designee will be present when possible. An effort will be made to contact the student's parent or guardian so that the responsible individual may be notified of the situation.
2. If custody and/or arrest are involved, the Principal will request that all procedural safeguards, as prescribed by law, be observed by the law enforcement officials.

SOURCE: MASC 2019

STUDENT COMPLAINTS AND GRIEVANCES

The School Committee recognizes that there may be conditions in the school system that are in need of improvement and that students should have some means by which their concerns may be effectively expressed, considered, and dealt with fairly. Such means, if well conceived and understood in advance, can do much to maintain harmonious relationships among the schools and the students and community. Every attempt will be made to seek a satisfactory solution to any concerns in a friendly and informal manner.

Students--and their parents and/or guardians--who believe that a student has received unfair treatment may bring forward their grievance. Appeals of individual disciplinary cases will be required to follow the district's policy on student discipline. Any applicable provisions of the Massachusetts General Laws or federal law will be followed by school officials in conducting hearings.

SOURCE: MASC

CROSS REF: JIC Student Discipline

Update approved: September 17, 2014

Reviewed, revised and updated: January 3, 2018

Auburn Public Schools

CO-CURRICULAR AND EXTRACURRICULAR ACTIVITIES

The School Committee believes that student activities are a vital part of the total educational program and should be used as a means for developing wholesome attitudes and good human relations and knowledge and skills. Therefore, the schools will provide a broad and balanced program of activities geared to the various ages, interests, and needs of students.

The following will serve as guides in the organization of student activities:

1. The schools will observe a complementary relationship to the home and community, planning activities with due regard for the widespread and rich facilities already available to students.
2. The assistance of parents in planning activity programs will be encouraged.
3. The goal for each student will be a balanced program of appropriate academic studies and activities to be determined by the school, the parents, and the student. This should be a shared responsibility.
4. Guidance will be offered to encourage participation of all students in appropriate activities and to prevent over-emphasis on extracurricular activities at the cost of academic performance.
5. All activities will be supervised; all clubs and groups will have a faculty advisor.

SOURCE: MASC

LEGAL REF.: M.G.L. 71:47
603 CMR 26:06

Reviewed, revised and updated: February 20, 2019

CO-CURRICULAR AND EXTRACURRICULAR ACTIVITIES

1. Advantages and privileges of public schools include all extracurricular activities made available, sponsored or supervised by any public school. No school shall sponsor or participate in the organization of outside extracurricular activities conducted at such schools which restrict students' participation on the basis of race, color, sex, religion, disability, sexual orientation or national origin. 603 CMR 26.06(1) does not prohibit School Committees from allowing use of school premises by independent groups with restrictive membership.
2. No student shall be denied the opportunity in any implied or explicit manner to participate in an extracurricular activity because of the race, color, sex, religion, disability, sexual orientation or national origin of the student except as provided in 603 CMR 26.06(7).
3. Each school system shall provide a fair distribution of athletic expenditures. Each school within such system shall provide equal opportunity for male and female students to participate in intramural and interscholastic sports. Factors considered in determining equal opportunity shall include budgetary allocations, the proportion of male and female students in the student body, the number and nature of activities offered, levels of competition, equipment (including rate of replacement), supplies, awards, uniforms, facilities, scheduling of games and practice times, travel opportunities and allowances, opportunities to receive equitable coaching and instruction at each level of competition and the availability of services such as medical and insurance coverage, publicity, clerical and administrative staff, scouting services and audio-visual aids.
4. In developing its athletic program, a school shall be required to demonstrate good faith by taking into account determined student interest.
5. In order to insure fair distribution of athletic expenditures as defined in 603 CMR 26.06(4), each school shall indicate in the budget that is reviewed by the School Committee the anticipated expenditure for each interscholastic and intramural athletic activity and the anticipated student participation in the activity by number and sex.
6. A school may establish separate teams for males and females for interscholastic and intramural compensation in a particular sport, provided that the requirements of 603 CMR 26.06(8) are satisfied.
7. Teams comprised primarily or solely of persons of one sex shall be granted equal instruction, training, coaching, access to available facilities, equipment and

opportunities to practice and complete as teams engaged in a similar activity comprised primarily or solely of persons of the opposite sex.

8. Participation in extracurricular activities shall be actively encouraged by each school for both boys and girls and for racial and ethnic minorities. When offering extracurricular programs, schools shall take into consideration the ethnic traditions of the student body. Criteria not related to skill levels which act to exclude members of one sex or any racial, religious, or ethnic group represented in the school from participation in specific athletic or other extracurricular activities cannot be permitted.

SOURCE: MASC

LEGAL REF.: M.G.L. 71:47
603 CMR 26.06

Reviewed, revised and updated: February 20, 2019

STUDENT ORGANIZATIONS

Student Organizations

Student organizations in the District shall be encouraged when they met the criteria of contributing to student self-esteem and performance and should operate within the framework of state statutes, School Committee policies, and administrative procedures.

Each building principal shall develop general guidelines for the establishment and operation of student organizations within the particular school. Among other provisions, such guidelines shall require the approval of the Principal prior to the formation of any club or organization in the school and the assignment of at least one faculty or designated adult advisor to each approved student organization. Within such guidelines will be provisions for a periodic review of all student organizations.

The formation of any student organization that may engage in activities of a controversial nature shall require approval by the board.

All student organizations shall be required to open membership to all interested and/or eligible students. Disruptive groups, secret societies, and/or gangs shall not receive recognition in any manner under this policy.

All forms of hazing in initiations shall be prohibited in a student organization. No initiation shall be held for a student organization which will bring criticism to the school system or be degrading to the student.

The faculty or designated adult advisor must attend every meeting of the student organization whether conducted on school premises or at another location.

Student Organizations - High Schools

In addition to the above requirements, all clubs or organizations at the high school level will relate to the subject matter covered by the curriculum. The Principal is responsible for determining that the purpose of a student organization is related to the curriculum. The Principal is authorized to deny requests by unauthorized student organizations desiring to meet or form in a particular school, the Principal shall inform the group of the reasons for the denial. The students and/or group may submit a written request to the appropriate District administrator for review of the Principal's decision.

SOURCE: MASC 2019

LEGAL REF.: 603 CMR 26.06

Auburn Public Schools

STUDENT FUND-RAISING ACTIVITIES

While the School Committee recognizes that fundraising activities have become a part of the school environment at all levels, the Committee wishes to ensure that students are not exploited by the process.

The Committee supports student involvement in the sale of tickets to scheduled athletic events, school dramatic and musical performances, and other school events where sales are required. Also, student publications which require the sale of advertising to sustain themselves and serve the student body and/or the community may involve students in such sales.

Charitable fundraising activities, especially those that are part of a community service event or program are encouraged provided such proposals are submitted to and approved by both the building Principal and the Superintendent.

Other fundraising activities that wish to involve students in the fundraising process shall be submitted to the Superintendent for approval.

For safety reasons and because the School Committee recognizes that community members receive requests for support from many worthy causes, activities such as canning and door-to-door sales are strongly discouraged.

No money collections of any kind may be held in the schools without the specific consent of the Superintendent.

SOURCE: MASC October 2016

CROSS REFS.: JP, Student Gifts and Solicitations

KHA, Public Solicitations in the Schools

Reviewed, revised and updated: January 3, 2018

STUDENT ACTIVITY ACCOUNTS

Student funds may be raised to finance the activities of authorized student organizations. Student activity funds are considered a part of the total fiscal operation of the District and are subject to policies established by the School Committee and the Office of the Superintendent. The funds shall be only for the benefit of students and managed in accordance with sound business practices, which include accepted budgetary, accounting, and internal control practices. The Superintendent shall ensure that, annually, all Principals and student organizations receive a copy of this policy as well as a copy of established procedures for control of receipts and expenditures that meet or exceed DESE guidelines.

In compliance with Massachusetts General Law Chapter 71, Section 47, the School Committee:

1. Authorizes the Principals to accept money for recognized student activity organizations, which currently exist, or as from time to time may be revised. All funds received for student activities must be deposited into the Student Activity Agency Account and no funds shall be directly deposited to a Student Activity Checking Account except from the Student Activity Agency Account.
2. Authorizes the Town or District Treasurer to establish and maintain a Student Activity Agency Account(s) which is to be audited as part of the Town's annual audit. The interest that is earned on such accounts shall be maintained in the Agency Account and distributed as directed by the procedures established by the Superintendent.
3. Authorizes Student Activity Checking Accounts for use by the Principals with specific maximum balances established annually for each school by vote of the School Committee. Payments for expenditures shall be made, whenever possible, by check, debit, or EFT directly from the Student Activity Checking Account. Reimbursements to personal credit card holders shall require the prior authorization of the Superintendent. Signatory authorization for Student Activity Checking Accounts shall be restricted to the Principal and Assistant Principal. Student Activity Checking Accounts shall be audited annually in accordance with DESE guidelines.
4. Directs Principals to provide the Town Treasurer with a bond in an amount agreeable to the Treasurer.
5. Shall annually, prior to the start of each school year, vote to establish or change the maximum balance that may be on deposit in each Student Activity Checking Account.

For accounts with maximum balance limits that exceed \$25,000.00, the School Committee shall consider, in accordance with DESE guidelines, that an audit be conducted by an outside audit firm every three years

Graduating Class Funds

Funds held on behalf of graduating classes are to be held within the Student Activity Checking Account for the High School. Such funds shall be designated by the class' Year of Graduation, such as Class of 1998, etc.

Upon graduation, the class balance shall be disbursed in accordance with a class vote. Such vote, and documentation of such vote, must be received by the High School Principal by April 1st of that year. Class funds shall be removed from the High School Student Activity Checking Account no later than one year from the date of graduation. Checks payable to individual members of the graduating class are not permitted but will be made out to the Class of XXXX with proof of establishment of a bank account set up for the class, using their own tax ID number.

Should the class not request to have their funds removed from the Student Activity Checking Account within one year of graduating, the funds will be forfeited by the class and transferred into the "Helping Our Own Fund" (established to assist Auburn students in need by removing financial barriers) with a vote of support from the School Committee.

Class officers will be given a copy of this policy and asked to sign an acknowledgement (SAA-6) regarding inactive account disposition at the beginning of each year of high school to ensure their knowledge of their obligations to perform under this policy.

SOURCE: MASC March 2016

LEGAL REF.: M.G.L. 71:47

NOTE: DESE audit guidelines for Student Activity Checking Accounts require an annual audit. In regional districts these accounts may be a part of the annual audit by a third party auditor. In municipal districts the audits may be conducted by a district or municipal employee but not by the Principal, Treasurer, Superintendent, or any authorized signatory on the accounts. Districts with large numbers of schools may rotate the schools through the audit process.

First Reading:	June 29, 2016
Second Reading:	August 31, 2016
Approved:	August 31, 2016
Updated:	February 22, 2017
Amended:	September 6, 2017

STUDENT ACTIVITY ACCOUNT

ACKNOWLEDGEMENT REGARDING INACTIVE ACCOUNT DISPOSITION

(TO BE PROVIDED TO INCOMING CLASS OFFICERS EACH YEAR)

Incoming Class Accounts and Class Accounts at Graduation

A class account will be established for each incoming freshman class. Additionally, all year-end fund balances will be maintained with the class year. Class year accounts will move to the next grade, following the class of students. Upon graduation, the class balance will be disbursed in accordance with the class vote. Such vote, and documentation of such vote, must be received by the high school Principal by April 1st of the graduation year.

If there is no such vote, or if funds are not requested within a one year period of time following graduation, all class funds will be transferred to the Auburn Public Schools "Helping Our Own Fund" with a vote of support from the School Committee.

We, the undersigned officers, as designated below, acknowledge receipt of the Student Activity Policy and the guideline regarding disposition of inactive class accounts that have not been properly and timely disposed of in accordance with a class vote as specified above:

_____	President	Class of _____
_____	Vice President	Class of _____
_____	Treasurer	Class of _____
_____	Secretary	Class of _____
_____	Class Advisor	Class of _____
_____	Class Advisor	Class of _____
_____	Date	

CONTESTS FOR STUDENTS

The schools may cooperate with community organizations and agencies desiring to sponsor activities in the District when they keep with the purposes and educational aims of the school. Such activities must be integrated into the school program without disruption or loss of instructional time for students and without imposing an unreasonable added workload on school staffs. Involvement in contests shall be approved by the appropriate administrator.

SOURCE: MASC

Reviewed, revised and updated: February 20, 2019

INTERSCHOLASTIC ATHLETICS

The School Committee believes that students will benefit from the experiences in self-discipline and team effort made possible through participation in inter-school sports.

Participation in interscholastic athletics will be subject to approval by the School Committee and will be in accordance with regulations and recommendations of the Massachusetts Interscholastic Athletic Association.

At the high school level, interscholastic athletic competition will include a variety of sports. Students will be allowed to participate in individual sports on the basis of their abilities and desire. Additionally, intramural athletic activities will be offered as an outgrowth of class instruction in physical education.

The School Committee is aware that team participation in athletic contests by members of the student body requires that "away games" be scheduled. It also recognizes that there is a need to regulate certain aspects of student participation in such contests. Therefore, the Superintendent will establish regulations to ensure the safety and well being of students and staff members who participate in these activities.

SOURCE: MASC

LEGAL REFS.: M.G.L. 71:47; 71:54A
603 CMR 26.06

CROSS REFS.: AC, Nondiscrimination (and subcodes)

Reviewed, revised and updated: February 20, 2019

ATHLETIC CONCUSSION POLICY

The purpose of this policy is to provide information and standardized procedures for persons involved in the prevention, training management and return to activity decisions regarding students who incur head injuries while involved in extracurricular athletic activities¹ including, but not limited to, interscholastic sports, in order to protect their health and safety as required by Massachusetts law and regulations. The requirements of the law apply to all public middle and high schools, however configured, serving grades six through high school graduation. In addition to any training required by law, the following persons shall complete one of the head injury safety training programs approved by the Massachusetts Department of Public Health (DPH) as found on its website: coaches; certified athletic trainers; trainers; volunteers; school and team physicians; school nurses; athletic directors; directors responsible for a school marching band; employees or volunteers; and students who participate in an extracurricular activity and their parents.

Upon the adoption of this policy by the School Committee, the Superintendent shall ensure that DPH receives an affirmation on school district letterhead that the district has developed policies and the School Committee has adopted a final policy in accordance with law. This affirmation shall be updated by September 30, 2013 and every two years thereafter upon review or revision of its policies.

The Superintendent shall maintain or cause to be maintained complete and accurate records of the district's compliance with the requirements of the Concussion Law, and shall maintain the following records for three years or, at a minimum, until the student graduates, unless state or federal law requires a longer retention period:

1. Verifications of completion of annual training and receipt of materials;
2. DPH Pre-participation forms and receipt of materials;
3. DPH Report of Head Injury Forms, or school-based equivalents;
4. DPH Medical Clearance and Authorization Forms, or school based equivalents;
5. Graduated reentry plans for return to full academic and extracurricular athletic activities.

This policy also applies to volunteers who assist with extracurricular athletic activities. Such volunteers shall not be liable for civil damages arising out of any act or omission relating to the requirements of law, unless such volunteer is willfully or intentionally negligent in his act or omission.

¹ Extracurricular Athletic Activity means an organized school sponsored athletic activity generally occurring outside of school instructional hours under the direction of a coach, athletic director or marching band leader including, but not limited to, Alpine and Nordic skiing and snowboarding, baseball, basketball, cheer leading, cross country track, fencing, field hockey, football, golf, gymnastics, horseback riding, ice hockey, lacrosse, marching band, rifle, rugby, soccer, skating, softball, squash, swimming and diving, tennis, track (indoor and outdoor), ultimate frisbee, volleyball, water polo, and wrestling. All interscholastic athletics are deemed to be extracurricular athletic activities.

Most student athletes who sustain a concussion can fully recover as long as their brain has time to heal before sustaining another hit; however, relying only on an athlete's self-report of symptoms to determine injury recovery is inadequate as many high school athletes are not aware of the signs and symptoms or the severity concussive injuries pose, or they may feel pressure from coaches, parents, and/or teammates to return to play as quickly as possible. One or more of these factors will likely result in under-diagnosing the injury and a premature return to play. Massachusetts General Laws and Department of Public Health regulations make it imperative to accurately assess and treat student athletes when concussions are suspected.

Student athletes who receive concussions may appear to be "fine" on the outside, when in actuality they have a brain injury and are not able to return to play. Incurring a second concussion can prove to be devastating to a student athlete. Research has shown that young concussed athletes who return to play before their brain has healed are highly vulnerable to more prolonged post-concussion syndrome or, in rare cases, a catastrophic neurological injury known as Second Impact Syndrome.

The following protocol will discuss and outline what a concussion is, the mechanism of injury, signs and symptoms, management and return to play requirements, as well as information on Second Impact Syndrome and past concussion syndrome. Lastly, this policy will discuss the importance of education for our athletes, coaches and parents and other persons required by law.

This protocol should be reviewed on a yearly basis with all staff to discuss the procedures to be followed to manage sports-related concussions. This protocol will also be reviewed on a yearly basis by the athletic department as well as by nursing staff. Any changes in this document will be approved by the school committee and given to athletic staff, including coaches and other school personnel in writing. An accurate synopsis of this policy shall be placed in the student and faculty handbooks.

LEGAL REFS: M.G.L. 111:222; 105 CMR 201.000

First Reading:	December 21, 2011
Second Reading:	January 4, 2012
Approved:	January 4, 2012

ATHLETIC CONCUSSION REGULATIONS

Section I. What is a Concussion?

A concussion is defined as a transient alteration in brain function without structural damage, but with other potentially serious long-term ramifications. In the event of a concussion, the brain sustains damage at a cellular level. The damage to these cells disrupts the brain on a chemical level, causing restricted blood flow and ultimately altered brain function. Concussions are difficult to diagnose because the damage cannot be seen. It is important to understand that every concussion presents itself differently. A concussed athlete may exhibit several or only a few symptoms and loss of consciousness is rare in most concussion cases. A MRI or CT scan cannot diagnose a concussion, but they can help rule out a more serious brain injury to a student athlete. Because concussions are difficult to detect, it is imperative that all athletes, coaches, parents/guardians, school nurse, athletic director, athletic trainer, and other school personnel under the policy and procedures for treatment of a concussion. All student athletes must obtain medical approval before returning to athletics following a concussion.

Section II. Mechanism of Injury:

A concussion is caused by a direct hit or impact to the head or body. Any force that causes the brain to bounce around or twist within the skull can cause a concussion. Any direct hit or impact to the head or body can be caused by either indirect or direct trauma. The two direct mechanisms of injury are coup-type and contrecoup-type. Coup-type injury is when the head is stationary and struck by a moving object such as another player's helmet, a ball, or sport implement, causing brain injury at the location of impact. A contra-coup injury occurs when the head is moving and makes contact with an immovable or slowly moving object as a result of deceleration, causing brain injury away from site of impact. Understanding the way in which an injury occurred is vital in understanding and having a watchful eye for athletes who may exhibit symptoms of a concussion so these student athletes can receive the appropriate care.

Section III. Signs and Symptoms:

Signs (what you see):

- Confusion
- Forgets plays
- Unsure about game, score, opponent
- Altered coordination
- Balance problems
- Personality change
- Slow response to questions
- Forgets events prior to injury (retrograde amnesia)
- Forgets events after injury (anterograde amnesia)
- Loss of consciousness (any duration)
- Constricted/dilated/unequal pupils
- Vacant stare/glossy-eyed

Symptoms (reported by athlete):

- Headache
- Fatigue
- Nausea or vomiting
- Double vision/ blurry vision

- Sensitivity to light (photophobia)
- Sensitivity to noise (tinnitus)
- Tinnitus (ringing in the ears)
- Feels sluggish

- Feels foggy
- Problems concentrating
- Problems remembering
- Trouble with sleeping
- Sleeping more than usual
- Dizziness
- Sadness
- Seeing stars
- Vacant stare/ glassy eyed
- Nervousness
- Irritability
- Feeling more emotional

If any of the above signs or symptoms are observed after a suspected blow to the head, jaw, spine or body, they may be indicative of a concussion and the student athlete must be removed from play immediately and not allowed to return until cleared by an appropriate allied health professional. A written documentation will be required from a health care provider and be forwarded to the athletic trainer and school nurse.

Section IV. Management and Referral Guidelines:

1. When an athlete loses consciousness for any reason, the athletic trainer will start the EAP (Emergency Action Plan) by activating EMS; check the athlete's airway, breathing, circulation (ABCs); stabilize the cervical spine; and transport the injured student athlete to the appropriate hospital via ambulance. If the athletic trainer is not available, the coach should immediately call EMS, check ABCs and not move the athlete until help arrives.

2. Any athlete who is removed from the competition or event and begins to develop signs and symptoms of a worsening brain injury will be transported to the hospital immediately in accordance with the EAP. **Worsening signs and symptoms requiring immediate physician referral include:**
 - a. Amnesia lasting longer than 15 minutes
 - b. Deterioration in neurological function
 - c. Decreasing level of consciousness
 - d. Decrease or irregularity of respiration
 - e. Decrease or irregularity in pulse
 - f. Increase in blood pressure
 - g. Unequal, dilated, or unreactive pupils
 - h. Cranial nerve deficits
 - i. Any signs or symptoms of associated injuries, spine or skull fracture, or bleeding
 - j. Mental-status changes: lethargy, difficulty maintaining arousal, confusion, agitation
 - k. Seizure activity
 - l. Vomiting/ worsening headache
 - m. Motor deficits subsequent to initial on-field assessment
 - n. Sensory deficits subsequent to initial on-field assessment
 - o. Balance deficits subsequent to initial on-field assessment

- p. Cranial nerve deficits subsequent to initial on-field assessment
 - q. Post-Concussion symptoms worsen
3. After a student athlete sustains a concussion, the athletic trainer will use the Standardized Assessment for Concussion (SAC), and Balance Error Scoring System (BESS) and the Signs and Symptoms Checklist to assess and document the student athlete's concussion. On the signs and symptoms checklist, the athletic trainer will also check pulse and blood pressure of each student athlete with a suspected concussion. After the initial evaluation of a concussion, all signs and symptoms will be documented and compared to the student athlete's baseline SAC and BESS scores.
 4. Any athlete who is symptomatic but stable is allowed to go home with his/her parent(s)/guardian(s) following the head injury.
 - a. If the head injury occurs at practice, parent(s)/guardian(s) will immediately be notified and must come and pick up the student athlete and talk to the certified athletic trainer in person.
 - b. If the injury occurs at a game or event the student athlete may go home with the parent/guardian(s) after talking with the certified athletic trainer.
 - c. game or event, or outside of a school sanctioned event where an athletic trainer may not be present, a coach or parent/guardian(s) must notify their athletic trainer and/or school nurse within a day after the injury occurs.
 - d. Parent(s)/guardian(s) will receive important information about concussions and what to do if signs or symptoms worsen, as well as instructions to see their primary care physician as well as a return to play requirements from the certified athletic trainer.

Section V. Baseline Protocol:

During the 2016-2017 school year each freshman student-athlete who makes the team they are trying out for will complete a baseline test which includes the SAC and BESS tests and a Pre-Participation Concussion history form from the Massachusetts Department of Public Health during their preseason. The SAC test measures a student athlete's cognitive function including memory and verbal skills. The BESS examines a student athlete's balance and spatial awareness. In accordance with Massachusetts State Law it is mandatory for all student athletes to undergo baseline concussion screenings. Student athletes will then be retested every other year (as juniors). If a student athlete plays more than one sport during the school year, their baseline test will remain valid. If a student athlete scores below the norm, the student athlete will be re-tested at another time with either the certified athletic trainer or school nurse.

Section VI. Gradual Return to Play Protocol:

Following any concussion, the athletic trainer must notify the school nurse and athletic director. Following a concussion the student athlete will complete a symptoms checklist as well as take a post-injury SAC and BESS tests within 24-48 hours following the head injury. Student athletes will not be allowed to move on to the functional/physical testing until the student athlete has been asymptomatic for over 24 hours and SAC and BESS tests have returned to normal baseline scores. Once a student athlete's post injury test scores have returned to baseline score, the student will go through a 5 day return to play protocol. The student athlete must be asymptomatic for all functional and physical tests to complete the return to play protocol. If at any stage during the return to play protocol the athlete has symptoms, the athlete waits again until they are asymptomatic for 24 hours and will restart the return to play protocol. A certified athletic trainer will administer all tests.

Gradual Return to Play Protocol:

- Day 1: (30-40% maximum exertion) Low levels of light physical activity. This includes walking

or riding a stationary bike with no resistance for 15-20 minutes.

- Day 2: (40-50% maximum exertion) Moderate levels of physical activity. This includes jogging on a treadmill, riding a stationary bike, or using an elliptical for 25-30 minutes.
- Day 3: (60-80% maximum exertion) Non-contact sport specific drills. Also includes running, riding a stationary bike or elliptical for 30-45 minutes at a high intensity. Also can start regular weight training.
- Day 4: (80% maximum exertion) Limited, controlled sports specific practice and drills. Student athlete may participate in practice but only in non-contact drills.
- Day 5: Full contact and return to sport with monitoring of symptoms. It is recommended that the student athlete has a full practice prior to a game or event.\

Section VII. School Nurse Responsibilities:

The duties and responsibilities of the school nurse and athletic trainer may overlap when it comes to the academic and athletic realm of concussion recovery. The school nurse utilizes the nursing process to direct an individualized plan of care (individual health plan) for the injured student athlete while directing academic accommodations for cognitive rest. The school nurse will communicate with the parent(s)/guardian(s), athletic trainer, athletic director, guidance, teachers, and coaches on a needed basis to update the condition of the injured student athlete. Ultimately, the role of the school nurse at Auburn High School is to promote an optimal level of health/wellness and learning-the keys for academic success-for the injured student athlete. The school nurse will provide education to the student athlete, family, and faculty in regards to the concussion process. The school nurse collaborates with the team and will often communicate with physicians directly.

Section VII. School Responsibilities:

1. Review and revise the concussion policy every 2 years.
2. Once the school is informed of the student athlete's concussion, a "point person" should be identified (e.g. the certified athletic trainer and/or school nurse).
3. "Point person" will meet with student athlete and generate a rehabilitative plan.
4. "Point person" will work with the student athlete and contact the appropriate school personnel to help organize school assignments, make up work, and allow extra time for assignments and test/quizzes.
5. "Point person" will work with the student athlete on organizing work assignments, making up work and giving extra time for assignments and tests/quizzes.
6. Inform teachers in the ongoing process of following the recovery stage for student athlete.
7. Decrease workload if symptoms are present.
8. Recognize that the student's ability to excel in courses such as Math and English may be difficult depending on the location of the concussion in the brain.
9. Educate the staff on the signs and symptoms of concussions and the educational impact concussions may have on student athletes.
10. Include information about concussions in student handbooks.
11. Develop a plan to communicate and provide language-appropriate educational materials to parents with limited English proficiency.

Section VIII. Athletic Director Responsibilities:

1. Provide parents, student athletes, coaches, and volunteers with educational training and concussion materials yearly.
2. Ensure that all educational training programs are completed and recorded.
3. Ensure that all students meet the physical exam requirements consistent with 105 CMR 200.000 prior to participation in any extracurricular athletic activity.

4. Ensure that all student athletes participating in extra-curricular athletic activity have completed and submitted their pre-participation forms, including Massachusetts DPH Concussion History form, MIAA form, health history form, and have an updated physical.
5. Ensure that all student athletes are prohibited from engaging in any unreasonably dangerous athletic technique that endangers the health or safety of another student athlete, including using a helmet or any other sports equipment as a weapon.
6. Ensure that all head injury forms are completed by parent(s) /guardian(s) or coaches and then reviewed by the coach, athletic trainer, and school nurse.
7. Inform parent(s)/guardian(s) that, if all necessary forms are not completed, their child will not participate in athletic extracurricular activities.

Section IX. Parent/Guardian Responsibilities:

1. Complete and return Massachusetts DPH Pre-participation concussion history form to the athletic department.
2. Inform school if student sustains a concussion outside of school hours. Complete new concussion history form following new injury.
3. Who to notify when your student suffers a concussion outside of school:
 - Athletic Trainer (if not present at time of injury)
 - School Nurse and/or
 - Athletic Director
4. Any note or paperwork obtained while seeking outside medical attention needs to be brought to the school nurse and/or athletic trainer **BY THE NEXT BUSINESS DAY.**
5. Watch for changes in your child that may indicate that your child does have a concussion or that your child's concussion may be worsening. Report to a physician:
 - a. Loss of consciousness
 - b. Headache
 - c. Dizziness
 - d. Lethargy
 - e. Difficulty concentrating
 - f. Balance problems
 - g. Answering questions slowly
 - h. Difficulty recalling events
 - i. Repeating questions
 - j. Irritability
 - k. Sadness
 - l. Being more emotional
 - m. Nervousness
 - n. Difficulty falling asleep/or sleeping more than usual
6. Encourage your child to follow concussion protocol.
7. Enforce restrictions on rest, electronics and screen time.
8. Reinforce recovery plan.
9. Request a contact person from the school with whom you may communicate about your child's progress and academic needs.

10. Observe and monitor your child for any physical or emotional changes.
11. Request to extend make up time for work if necessary.
12. Recognize that your child will be excluded from participation in any extracurricular athletic event if all forms are not completed and on file with the athletic department or if a return to play protocol is not completed following a head injury.

Section X. Student and Student Athlete Responsibilities:

1. Complete Baseline SAC and BESS prior to participation in athletics.
2. Return required DPH Pre-participation concussion history form prior to participation in athletics.
3. Report all symptoms to athletic trainer and/or school nurse.
4. Bring any care plans, notes, forms, or documents from a doctor's appointment to the athletic trainer and/or school nurse.
5. When dealing with a concussion follow the recovery plan
6. **REST.**
7. **NO ATHLETICS.**
8. **BE HONEST!**
9. Keep strict limits on screen time and electronics.
10. Don't carry books or backpacks that are too heavy.
11. Tell your teachers if you are having difficulty with your class work.
12. See the athletic trainer and/or school nurse for pain management.
13. Return to sports only when cleared by physician, physician assistant, or the athletic trainer.
14. Follow Gradual Return to Play Guidelines.
15. Report any symptoms to the athletic trainer and/or school nurse and parent(s)/guardian(s) if any occur after return to play procedure.
16. Return medical clearance form to athletic trainer prior to returning to play.
17. Students who do not complete and return all required trainings, testing and forms will not be allowed to participate in sports.

Section XI. Coach & Band Instructor Responsibilities:

1. Participate in Concussion Education Course offered by the National Federation of State High School Associations (NFHS) on a yearly basis. Once complete, print certificate of completion and return to the athletic department.
2. Ensure all student athletes have completed SAC and BESS baseline testing before participation.
3. Ensure all student athletes have returned concussion history and health history form prior to participation in athletics.
4. Notify the athletic trainer if a player sustains a head injury and the athletic trainer is not present at the game or event.
5. If a player sustains a head injury and the athletic trainer is not present at the athletic event. This form must be shared with the athletic trainer and school nurse.
6. Remove the student athlete who exhibits signs and symptoms of a concussion from play.
7. Do not allow student athletes to return to play until cleared by a physician and athletic trainer.
8. Follow Gradual Return to Play Guidelines.

9. Refer any student athlete with returned signs and symptoms back to athletic trainer.
10. Any coach, band instructor, or volunteer coach for extracurricular activities shall not encourage or permit a student participating in the activity to engage in any unreasonably dangerous athletic technique that unnecessarily endangers the health of a student athlete, including using a musical instrument, helmet or any other sports equipment as a weapon.

Section XII. Post Concussion Syndrome:

Post Concussion Syndrome is a condition that occurs after a student athlete sustains a concussion. It can be defined as a substantial time period in which a concussed individual remains symptomatic. On average, student athletes who sustain a concussion are symptomatic for a few days or up to a week depending on the severity of the injury. In the case of student athletes with post concussion syndrome, the symptoms may last up to several months or even years until neurocognitive function returns to normal. Therefore, all school personnel must pay attention to and closely observe all student athletes for post concussion syndrome and its symptoms. Student athletes who are still suffering from concussion symptoms are not ready to return to play. The signs and symptoms of post concussion syndrome are:

- Dizziness
- Headache with exertion
- Tinnitus (ringing in the ears)
- Fatigue
- Irritability
- Frustration
- Difficulty in coping with daily stress
- Impaired memory or concentration
- Eating and sleeping disorders
- Behavioral changes
- Decreases in academic performance
- Depression
- Visual disturbances

Section XIII. Second Impact Syndrome:

Second Impact Syndrome is a medical condition that is the result of an athlete returning to play and competition too soon following a concussion. Second Impact Syndrome occurs because of rapid brain swelling and herniation of the brain after a second head injury is sustained that occurs before the symptoms of a previous head injury have been resolved. The second impact that a student athlete may receive may be a minor direct hit to the head or it may result from a hit to the chest or back creating enough force to "snap" the student athlete's head sending acceleration/deceleration forces to an already compromised brain.

After a second impact, a student athlete usually does not become unconscious, but appears to be dazed. The student athlete may remain standing and be able to walk off the field under his/her own power. Within fifteen seconds to several minutes, the athlete's condition worsens rapidly which can result in loss of consciousness which can lead to coma and/or respiratory failure. The best way to handle second impact syndrome is to prevent it from

occurring altogether. All student athletes who incur a concussion must not return to play until they are asymptomatic and cleared by an appropriate health care professional.

Section XIV. Concussion Education:

It is extremely important to educate student athletes, their parent(s)/guardian(s), coaches, and the community about concussions. On a yearly basis, all coaches must complete an online course called "Concussion In Sports: What You Need to Know". This course is offered by the National Federation of State High School Associations (NFHS). Student athletes also need to understand the importance of reporting a concussion to their athletic trainer, school nurse, coaches, and parents. Every year student athletes and parents will participate in educational training on concussions. This training may include:

- ◆ CDC Heads-Up Video Training, or
- ◆ Training provided by the school district

The school district may also offer seminars, guest speakers, and discussion panels on the topic of concussions. Seminars offer an opportunity for the certified athletic trainer, athletic director and school nurse to speak about concussions on the field at practices and games and to discuss the protocol and policy that the District has in place. Providing education within the community will offer the parent(s)/guardian(s) of student athletes and residents an opportunity to ask questions and voice their concerns on the topic of brain injury and concussions. When it comes to concussions, everyone needs to be aware of the potential dangers and remember that a concussion is a brain injury. Whenever anyone has a doubt about a student athlete with a concussion, **SIT THEM OUT and have them see the appropriate healthcare professional.**

First Reading: December 21, 2011

Second Reading: January 4, 2012

Approved: January 4, 2012

Amendment Approved: September 17, 2014

Update Approved: September 7, 2016

STUDENT CONDUCT

The Massachusetts General Laws require the School Committee to adopt written policies, rules and regulations not inconsistent with law, which may relate to study, discipline, conduct, safety and welfare of all students, or any classification thereof, enrolled in the public schools of the District.

The implementation of the general rules of conduct is the responsibility of the Principal and the professional staff of the building. In order to do this, each school staff in the District shall develop specific rules not inconsistent with the law nor in conflict with School Committee policy. These building rules shall be an extension of the District policies by being more specific as they relate to the individual schools.

The purpose of disciplinary action is to restore acceptable behavior. When disciplinary action is necessary, it shall be administered with fairness and shall relate to the individual needs and the individual circumstances.

Students violating any of the policies on student conduct and control will be subject to disciplinary action. The degree, frequency, and circumstances surrounding each incident shall determine the method used in enforcing these policies. Most of the situations which require disciplinary action can be resolved within the confines of the classroom or as they occur by reasonable but firm reprimand, and/or by teacher conferences with the student and/or parents or guardians.

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

SOURCE: MASC

LEGAL REF.: M.G.L. 71:37H; 71:37H1/2; 71:37H3/4; 71:37L; 76:16; 76:17; 603 CMR 53.00

Update approved: September 17, 2014

PHYSICAL RESTRAINT OF STUDENTS

Maintaining an orderly, safe environment conducive to learning is an expectation of all staff members of the Auburn School District. Further, students of the District are protected by law from the unreasonable use of physical restraint. Such restraint shall be used only in emergency situations after other less-intrusive alternatives have failed or been deemed inappropriate, and with extreme caution.

When an emergency situation arises, and physical restraint is the only option deemed appropriate to prevent a student from injuring himself or herself, another student or school community member, a teacher or employee or agent of the school district may use such reasonable force needed to protect students, other persons or themselves from assault or imminent, serious, physical harm.

The definitions of forms of restraint shall be as defined in 603CMR 46.02.

The use of mechanical restraint, medical restraint and seclusion is prohibited.

Physical restraint, including prone restraint where permitted under 603 CMR 46.03, shall be considered an emergency procedure of last resort and shall be prohibited except when a student's behavior poses a threat of assault, or imminent, serious, physical harm to themselves and/or others and the student is not responsive to verbal directives or other lawful and less intrusive behavior interventions are deemed inappropriate.

The Superintendent will develop written procedures identifying:

- Appropriate responses to student behavior, that may require immediate intervention;
- Methods of preventing student violence, self-injurious behavior and suicide including crisis planning and de-escalation of potentially dangerous behaviors among groups of students or individuals;
- Descriptions and explanations of alternatives to physical restraint as well as the school's method of physical restraint for use in emergency situations;
- Descriptions of the school's training and procedures to comply with reporting requirements; including, but not limited to making reasonable efforts to orally notify a parent/guardian of the use of restraint within 24 hours of its imposition;
- Procedures for receiving and investigating complaints.
- Methods for engaging parents/guardians in discussions about restraint prevention and use of restraint solely as an emergency procedure;
- A statement prohibiting: medication restraint, mechanical restraint, prone restraint unless permitted by 603 CMR 46.03(1)(b), seclusion, and the use of physical restraint in a manner inconsistent with 603 CMR 46.00,
- A process for obtaining Principal approval for a time out exceeding 30 minutes.

STUDENT WELFARE

Supervision of Students

School personnel assigned supervision are expected to act as reasonably prudent adults in providing for the safety of the students in their charges.

In keeping with this expectation, no teacher or other staff member will leave his/her assigned group unsupervised except when an arrangement has been made to take care of an emergency.

During school hours or while engaging in school-sponsored activities, students will be released only into the custody of parents/guardians or other persons authorized in writing by a parent or guardian.

Reporting to Authorities - Suspected Child Abuse or Neglect

Any school official or employee shall report any suspected child abuse or neglect as required by M.G.L. Ch. 119, S 51A.

In accordance with the law, the District shall establish the necessary regulations and procedures to comply with the intent of the Act consistent with the District's responsibility to the students, parents/guardians, District personnel, and the community.

Student Safety

Instruction in courses in industrial arts, science, homemaking, art, physical education, health, and safety will include and emphasize accident prevention.

Safety instruction will precede the use of materials and equipment by students in applicable units of work, and instructors will teach and enforce all safety rules set up for the particular courses. These include the wearing of protective eye devices in appropriate activities.

Safety on the Playground and Playing Field

The District shall provide safe play areas. Precautionary measures, which the District requires, shall include:

- A periodic inspection of the school's playground and playing fields by the Principal of the school and others as may be deemed appropriate;
- Instruction of students in the proper use of equipment;

STUDENT INSURANCE PROGRAM

A noncompulsory accident insurance plan totally administered by an insurance company may be made available to students. The District does not assume any responsibility regarding service, claims, or other matters relating to the insurance program.

All students participating in competitive athletics shall be required to be covered by a medical insurance plan.

SOURCE: MASC

Reviewed, revised and updated: March 21, 2019

STUDENT HEALTH SERVICES AND REQUIREMENTS

Activities may include identification of student health needs, health screening tests (including eye and hearing screening tests), communicable disease prevention and control, promotion of the correction of remediable health defects, emergency care of the ill and injured, health counseling, health and safety education, and the maintenance of a healthful school environment.

The District recognizes that parents have the primary responsibility for the health of their students. The school will cooperate with appropriate professional organizations associated with maintaining individual and community health and safety.

The District shall provide the services of a medical consultant who shall render medical and administrative consultative services for personnel responsible for school health and athletics.

Procedures for Emergency at School

School personnel shall give only emergency care to students who become ill or injured on school property, buses, or while under school supervision.

Each year parents shall supply information indicating where the student is to be taken in case of an emergency; the name, address, and phone number of a neighbor to be contacted in case the parent/guardian is not available; and any allergies or diseases the student might have.

The District shall maintain a Medical Emergency Response Plan, as required by law, and an Emergency Procedures Handbook, which shall be utilized by District personnel for handling emergencies. Emergency procedures shall include the following:

Provision for care beyond First Aid, which would enable care by the family or its physician or the Paramedic Assistance Unit of the Fire Department local Emergency Medical Services agencies. In instances when the Paramedic Assistance Unit EMS is required, every effort shall be made to provide the unit with the student's Emergency Card which lists any allergies or diseases the student might have;

Information relative to not permitting the administration of any form of medicine or drugs to students without written approval of parents. Requests made by parents for such administration of medication shall be reviewed and approved by the Principal or designee;

Provisions for reporting all accidents, cases of injury, or illness to the Principal. Provisions shall be made (in all cases of injury or illness involving possible legal or public relations implications) for reporting such to the appropriate executive director of education immediately;

Prompt reporting by teachers to the Principal or designee any accident or serious illness and such reports will be filed with the Business Office.

Student Illness or Injury

In case of illness or injury, the parent or guardian will be contacted and asked to call for the student or provide the transportation.

Transportation of an ill or injured student is not normally to be provided by the school. If the parent cannot provide transportation and the student is ill or injured, an ambulance may be called. Expense incurred as a result of emergency ambulance use will not be borne by the District.

Transportation of a student by school personnel will be done only in an emergency and by the individual so designated by the school administrator.

SOURCE: MASC

LEGAL REF.:M.G.L. 71:53;54;54A;54B;55;55A;55B;56;57;69:8A;

CROSS REF.: EBB, First Aid
 EBC, Emergency Plans
 JLCD, Administration of Medications to Students

First Reading: August 8, 2012
Second Reading: September 5, 2012
Approved: September 5, 2012

PHYSICAL EXAMINATIONS OF STUDENTS

Every student will be examined for screening in sight, hearing, BMI*, and for other physical problems as provided in the law and regulation. A record of the results will be kept by the school nurse.

Every student will be given a general physical examination four times: upon entering school and upon admittance to the fourth, seventh, and tenth grades. The results of examinations will be a basis for determining what corrective measures or modifications of school activities, if any, should be recommended. A record of all examinations and recommendations will be kept.

Every candidate for a school athletic team will present the signed consent of parent or guardian in order to participate on a squad and will, with the signed consent of parent or guardian, be thoroughly examined to determine physical fitness. The school physician will examine athletes, except when a family wishes to have the examination done by their own doctor at their own expense. A written report stating the fitness of the student to participate signed by the physician will be sent to the school Principal.

The school physician will make a prompt examination of all children referred to them by the school nurse. They will examine school employees when, in their opinion, the protection of the student's health may require it. Except in an emergency, the school physician will not prescribe for or treat any student.

Whenever the school nurse finds a child suffering from any disease or medical problem, the situation will be reported to the parent or guardian in writing, or by personal visit if remedial treatment is recommended. A copy of the report will be filed at the school.

The school nurse will make a monthly report to the Superintendent of the number of students examined; the number excluded; and the number recommended for treatment or special adjustment of work. In all cases of exclusion or recommendation, the causes will be included in the report.

** NOTE: Department of Health Regulations call for vision screenings in Grades 1-5, once between 6-8, and once between 9-12; hearing screenings in grades 1-3, once between 6-8, and once between 9-12; BMI in grades 1, 4, 7, 10.*

SOURCE: MASC

Updated July 2012

LEGAL REFS.: M.G.L. 71:53; 71:54; 71:56; 71:57
105 CMR 200

CROSS REF.: JF, School Admissions

Reviewed, revised and updated: March 21, 2019

INOCULATIONS OF STUDENTS

Students entering school for the first time, whether at kindergarten or through transfer from another school system, will be required to present a physician's certificate attesting to immunization against communicable diseases as may be specified from time to time by the Department of Public Health. The only exception to these requirements will be made on receipt of a written statement from a doctor that immunization would not be in the best interests of the child, or by the student's parent or guardian stating that vaccination or immunization is contrary to the religious beliefs of the student or parent.

SOURCE: MASC October 2016

LEGAL REF.: M.G.L. 76:15

CROSS REF.: JF, School Admissions

Reviewed, revised and updated: January 3, 2018

COMMUNICABLE DISEASES

The District is required to provide educational services to all school age children who reside within its boundaries. By law, however, admission to school may be denied to any child diagnosed as having a disease whereby attendance could be harmful to the welfare of other students and staff, subject to the District's responsibilities to handicapped children under the law.

The School Committee recognizes that communicable diseases which may afflict students range from common childhood diseases, acute and short-term in nature, to chronic, life-threatening diseases.

Management of common communicable diseases shall be in accordance with Massachusetts Department of Health guidelines. A student who exhibits symptoms of a communicable disease may be temporarily excluded from school attendance. The District reserves the right to require a physician's statement authorizing the student's return to school.

The educational placement of a student who is medically diagnosed as having a life-threatening communicable disease shall be determined on an individual basis in accordance with this policy and accompanying administrative procedures. Decisions about the proper educational placement shall be based on the student's behavior, neurological development, and physical condition; the expected type of interaction with others in school setting; and the susceptibility to other diseases and the likelihood of presenting risks to others. A regular review of the placement decision shall be conducted to assess changes in the student's physical condition, or based on new information or research that may warrant a change in a student's placement.

In the event a student with a life-threatening communicable disease qualifies for services as a handicapped child under state and federal law, the procedures for determining the appropriate educational placement in the least restrictive environment shall be used in lieu of the procedures designated above.

Neither this policy nor the placement of a student in any particular program shall preclude the administration from taking any temporary actions including removal of a student from the classroom as deemed necessary to protect the health, safety, and welfare of the student, staff, and others.

In all proceedings related to this policy, the District shall respect the student's right to privacy. Only those persons with a direct need to know shall be informed of the specific nature of the student's condition. The determination of those who need to know shall be made by the Superintendent.

SOURCE: MASC October 2016

LEGAL REF.: M.G.L. 71:55

Reviewed, revised and updated: January 3, 2018

PEDICULOSIS PROTOCOL

Head lice are not a health hazard, a sign of poor hygiene and are not responsible for the spread of any disease according to the Massachusetts Department of Public Health (MDPH). The most common symptom is itching of the scalp. No disease is associated with head lice and in-school transmission of head lice is considered rare. The American Academy of Pediatricians and the National Association of School Nurses (NASN) along with the Center for Disease Control (CDC) advocate that schools abandon "no nit" policies. NASN also takes the position that the management of head lice in schools should not disrupt the educational process.

In order to care for our students with Pediculosis in a confidential way with evidence-based practices, the Auburn school nurses will use the following protocol in order to contain infestations, provide appropriate health information for treatment and prevention, prevent overexposure to potentially hazardous chemicals and minimize school absence.

In the privacy of the Health Office, school nurses will provide assessment, teaching, and monitoring of students in order to minimize the spread of Pediculosis in school.

When head lice is confirmed:

- The parent or guardian will be notified and information regarding head lice and treatments will be provided. Per the AAP advisory, the student does not need to be dismissed from school and may stay in school for the remainder of the day and confidentiality will be maintained.*
- The student will remain home until he/she has received appropriate treatment and all evidence of live lice is absent from the head and there is a significant reduction in the number of nits (eggs).
- The school nurse will communicate to other school nurses in the District the need to assess siblings for evidence/presence of lice.
- The school nurse will check close contacts, as she deems necessary.
- The school nurse, upon his/her return to school, will examine the student.
- The school nurse will re-inspect the student within 7-10 days.
- Using her professional judgment, if there are multiple positive cases of head lice in a single classroom, the school nurse will notify parents and guardians. Confidentiality of the students with Pediculosis must be maintained. This letter will include education about Pediculosis as well as treatment and how to assess and monitor children at home.
- Information regarding the prevention and treatment of Pediculosis will be provided on the District's Health Services websites.

- The Pediculosis Protocol will be included in the student handbook at the beginning of each school year to keep parents informed, with an annual reminder being sent home, as appropriate.

* AAP Advisory: "Because a child with an active head lice infestation has likely had the infestation for a month or more by the time it is discovered, poses little risk to others, and does not have a resulting health problem, he or she should remain in class but be discouraged from close direct head contact with others. Confidentiality must be maintained."

First Reading:	January 7, 2015
Second Reading:	January 22, 2015
Approved:	January 22, 2015

MEDICATION POLICY

- I. The Auburn Public Schools (APS) follows the regulations under the Massachusetts Department of Public Health 105 CMR 210.000: THE ADMINISTRATION OF PRESCRIPTION MEDICATIONS IN PUBLIC AND PRIVATE SCHOOLS and the Massachusetts Department Board of Registration in Nursing of Regulations. The APS school nurses shall supervise the medication administration program in their respective schools. The APS school nurses shall develop and oversee procedures to administer such a program. Such procedures shall be revised by the APS School Physician on a bi-annual basis. Nursing staff shall establish a record-keeping program for each student requiring medication.
- II. The school nurse shall develop, with parents/guardians when possible, a medication administration plan for each student requiring such medication administration. The Department of Elementary and Secondary Education Guidelines for special education require student consent for the 18-21 age group and student participation in planning after age 14 if appropriate. Provision for medication administration during field trips and other short-term special events shall be part of the plan. Nurses will not delegate medication administration for out-of-state field trips.
- II. A student may be responsible for self-administration of his or her own medications upon meeting certain requirements established by procedures in (I).
- III. Alternative therapies such as homeopathic, herbal, and nutritional supplements will only be administered when there is a written order from a Massachusetts licensed prescriber who is caring for the student. The school nurse may not administer any type of regiment if it is not approved by the FDA, in accordance with the Nurse Practice Act and 105 CMR 210.000.
- IV. Medication errors - Failure to administer medication according to the prescribed order will be reported to the parent and the APS nurse leaders as procedure established in (I).

REFS: 244 CMR 4.00
 105 CMR 210.000
 Nurse Practice Act
 MA DESE Certification of School Nurses

First Reading: May 16, 2012
Second Reading: June 27, 2012
Approval: June 27, 2012

Auburn Public Schools

**AUBURN PUBLIC SCHOOLS
NURSING SERVICES
PROCEDURE FOR THE ADMINISTRATION OF MEDICATIONS**

Procedures for the Administration of Medication (based on 105 CMR 210.000)

I Management of the Medication Administration Program

- A. The school nurse shall be the supervisor of the medication administration program in the school. Each school nurse is accountable for ensuring that any orders he or she implements are reasonable based on the nurse's knowledge of the student's care needs and that the orders originate from an authorized prescriber.
- B. Whenever possible, a schedule should be arranged so that medication is taken at home. Some students, however, may require medication during the hours of school attendance. Under these circumstances, only medication that is considered absolutely necessary by the student's physician will be administered during school hours.
- C. All orders must contain the Five Rights of Medication Administration-the right student, right medication, right dosage, right time and right route.

II Medication Orders/Parental Consent

- A. The school nurse shall ensure that there is a proper medication order from a licensed prescriber, which is renewed as necessary, including the beginning of each academic year. A verbal order for any change in medication shall be received only by the school nurse, and must be followed by a written order within three school days.
 1. The medication order shall contain:
 - a) the student's name;
 - b) the name of the medication;
 - c) the route and dosage of medication;
 - d) the frequency of the medication administration;
 - e) a valid medication order date;
 - f) specific directions for administration;
 - g) signature of a duly authorized prescriber;
 - h) a diagnosis and any other medical condition(s) requiring medications, if not a violation of confidentiality or if not contrary to the request of a parent guardian or student to keep confidential;
 - i) signature of the individual accepting/verifying the order.
 2. Determination of any known allergies for the student must be done prior to administration of the medication.
 3. As needed (PRN) orders provide clear indications for when to administer medication.
 4. Special Medication Situations
 - a) For short-term medication, i.e., those requiring administration for ten school days or fewer, the pharmacy-labeled container may be used in lieu of a

- licensed provider's order;
- b) The label must contain all prerequisite information necessary prior to administration of the medication (Right student, right medication, right dosage, right time and right route)
- B. The school nurse shall ensure that there is a written authorization by the parent or guardian, which contains:
1. the parent or guardian's printed name, signature and an emergency phone number;
 2. a list of all medications the student is currently receiving, if not a violation of confidentiality or contrary to the request of the parent, guardian or student that such medications not be documented;
 3. approval to have the school nurse or school personnel (such as a per diem nurse) designated by the school nurse, administer the medication;
 4. persons to be notified in case of a medication emergency, in addition to the parent or guardian and licensed prescriber.

III Medication Administration Plan

- A. The school nurse, in collaboration with the parent or guardian whenever possible, shall establish a medication administration plan for each student receiving a medication. Whenever possible, a student who understands the issues of medication administration shall be involved in the decision-making process and his/her preferences respected to the maximum extent possible.
- B. The school nurse shall determine the positive identification of the student who receives the medication.
- C. The school nurse will communicate significant observations relating to medical effectiveness and adverse reactions to the child's parent/guardian and/or licensed prescriber.
- D. In accordance with standard nursing practice, the school nurse may refuse to administer any medication which, based on her professional judgment, has the potential to be harmful, dangerous, or inappropriate. In these cases, the school nurse shall notify the school physician, parent/guardian and licensed prescriber immediately and the reason for refusal explained.
- E. The school nurse shall have a current pharmaceutical reference available for her use, in nursing software and/or in book form.
- F. The school nurse may close the nursing office door and ask students with non-emergency needs to wait outside in the hall as needed to ensure safety and/or privacy while administering medications to a student.
- G. Self administration of medications: "Self administration" means that the student is able to take the medication in the manner directed by the licensed prescriber, without additional assistance. Self administration of medications, if applicable, will comply with 105 CMR 210.006.
- H. If appropriate, the medication administration plan shall be referenced in any other health or educational plan developed pursuant to the Massachusetts Special Education Law (Individual Education Plan under Chapter 766) or federal laws, such as the Individuals with Disabilities Act (IDEA) or Section 504 of the Rehabilitation Act of 1973.

- I. The Department of Education Guidelines for special education require student consent for the 18-21 age group and student participation in planning after age 14, if appropriate.
- J. A student may self-administer medication after the school nurse has determined that the following requirements are met:
 - 1. The student's health status and abilities have been evaluated by the school nurse who then deems self administration safe and appropriate; (this will be based on maturity and competency, not just age-related.)
 - 2. A procedure will be developed for assessing and documenting self administration compliance and drug effectiveness, and detailing storage and access to medication.
 - 3. The student's self administration is monitored based on his/her abilities and health status.
 - 4. With parent/guardian permission, the school nurse may inform appropriate faculty/staff that the student is self-administering a medication.
- K. Delegation/Supervision
 - 1. Auburn Public Schools is registered with The Massachusetts Department of Public Health and holds a current certification allowing delegation of prescription medications to unlicensed, properly trained responsible adult(s) for students on field trips and short term special events, when a school nurse (RN) is not available provided that the conditions defined in 105 CMR 210.005 are met.

Current Registration Valid to: June 30, 2018

- 2. Auburn Public Schools is registered with The Massachusetts Department of Public Health and holds a current certification for the limited purpose of permitting unlicensed, properly trained personnel to administer epinephrine (by auto-injector) to students with a life-threatening allergic condition when a school nurse (RN) is not immediately available, provided that the conditions defined in 105 CMR 210.100 are met.

Current registration Valid to: June 30, 2018

IV. Handling, Storage and Disposal of Medications

- A. A parent/guardian or designated adult shall deliver all medication to school personnel, except in extenuating circumstances. Students who self-administer EpiPens and inhalers may bring these medications to school.
- B. All medications shall be stored in their original pharmacy or manufacturer labeled container with the student's name on it. Expiration dates shall be checked.
- C. Medications shall be kept in a locked secure cabinet or refrigerator with a lock or a locked box for medications. The only exceptions to this will be and EpiPens if the school system is registered and in compliance the MDPH for Delegation of EpiPens in the absence of the school nurse. The cabinet containing EpiPens and self administered inhalers will be unlocked during the school day and locked at the end of the school day and made

available to after school staff as needed if in compliance with MDPH for Delegation. Also MD ordered stock EpiPens may be left in an available unlocked space for the nurse to administer under the school physician orders in an emergency due to an anaphylactic reaction.

- D. Access to medication will be limited to persons authorized to administer medications. Access to keys and knowledge of the location of keys will be restricted to the maximum extent possible.
- E. Parents/guardians may retrieve the medication from the school at any time.
- F. Parents shall be notified of the time when leftover medication may be picked up at the end of the school year. If medication is not picked up, the school nurse will dispose of it in accordance with the MDPH, Division of Food and Drugs policy.

V. Documentation and Record Keeping

- A. Each school nurse shall maintain a medication administration record for each student who receives medication during school hours.
 - 1. The record shall include a daily log, the medication order, the individual medication care plan, and parent/guardian authorization.
 - 2. The individual medication care plan shall include the information described in Section 210.005 (E) of the Regulations Governing the Administration of Prescription Medications in Public and Private Schools.
 - 3. The daily log shall contain:
 - a) The dose or amount of medication to be administered;
 - b) The date and time of administration or omission, including the reason for omission; the full signature of the nurse administering the medication. If the nurse administers subsequent doses, she shall initial the record subsequent to signing a full signature.
 - c) A nursing software program that allows all of the above to be documented may be used instead of a paper log. The paper log shall be maintained for nursing substitutes/per diems or for days when there is not access to the software.
 - 4. The nurse shall document significant observations of the medication's effectiveness, as appropriate and any adverse effects noted. This may be documented on the daily log or within the nursing software program.
 - 5. All documentation shall be recorded in ink or in the computerized record and shall not be altered.
- B. The school district shall comply with the Department of Public Health's reporting requirements for medication administration in schools
- C. The Department of Public Health may inspect any individual student medication record or record relating to the administration or storage of medications without prior notice to ensure compliance with the Regulations governing the Administration of Prescription Medications in Public and Private Schools.

VI. Reporting and Documentation of Medication Errors

- A. A medication error includes any failure to administer medication as prescribed for a particular student, including failure to administer the medication:
 - 1. within the appropriate time frames;
 - 2. in the correct dosage;
 - 3. in accordance with accepted practice; i.e. right medication, right route of administration;
 - 4. to the correct student;
- B. In the event of a medication error, the school nurse shall notify the parent or guardian immediately. (The school nurse shall document the effort to reach the parent/guardian.) If there is a question of potential harm to the student, the nurse shall notify the student's licensed prescriber or school physician.
- C. After discussion with the nurse leader, if time allows, and if in the nurse's judgment the student is in need of emergency care due to the medication error, or if the parent is unable to be reached and an MD evaluation is needed, then 911 will be activated by the nurse.
- D. Medication errors shall be documented by the school nurse on the Medication Error report form. The error shall be reported to the building Principal. These reports shall be sent to the nurse leader and kept on file. They shall be made available to the Department of Public Health upon request. All medication errors resulting in serious illness requiring medical care shall be reported to the Department of Public Health, School Health advisor and the nurse leader will fill out any required paperwork.
- E. The nurse leader shall review reports of medication errors and take necessary steps to ensure appropriate medication administration in the future.
- F. All suspected diversion or tampering of drugs must be reported to the Department of Public Health, Division of Food and Drugs and Auburn Police Department.

VII. Response to Medication Emergencies

- 1. Emergency Medical Services will be contacted, if warranted by the nurse, by calling 911; the building secretary and principal will be notified that the emergency response team has been called.
- 2. Parents/Guardians will be contacted followed by the licensed prescriber.
- 3. Poison Control will be contacted, if necessary, (1-800-222-1222) and instructions followed.
- 4. Close observation of the student will be provided and, if necessary, the child will be dismissed to parent/guardian. If further medical evaluation is deemed necessary, the child will be referred to the prescribing physician.
- 5. If a medication error is involved, a Medication Error Report will be completed and given to the nurse leader. The building principal shall be notified of the incident.
- 6. Follow-up calls will be made by the nurse or principal to determine status of student's condition.

VIII. Medication Administration in Emergencies

The nurse leader will obtain written orders from the school physician for the use of emergency medications: epinephrine, benadryl, and narcan to be used in emergency situations as determined by the registered nurse's assessment and judgment. These orders will be renewed prior to the start of the new school year.

1. Nurse will activate 911 as needed.
2. The school safety team will be contacted to go to the site of the emergency. The school nurse will direct staff as needed.
3. Parents /guardians will be contacted.
4. Patient will be transported to the emergency department via ambulance with a school staff member until the family arrives. The school nurse must remain in the school building.
5. Nurse leaders will be notified and appropriate forms will be completed in a timely manner.

IX. Dissemination of Information to Parents or Guardians Regarding Administration of Medications

Such information shall include an outline of these medication procedures and shall be available to parents and guardians on request.

- X.** Review and revision of these procedures shall occur as needed but at least every two years. The school nurse leader, in consultation with the school physician, shall review and revise these procedures.

Medication Administration Procedure

School Physician: _____ Date: _____

School Nurse Leader: _____ Date: _____

References:

MGL 71:54B

MA Department of Public Health Regulations: 105 CMR 210.000

MA Department of Public Health Regulations: 105 CMR 210.005

MA Department of Public Health Regulations: 105 CMR 210.006

MA Department of Public Health Regulations: 105 CMR 210.010

Goodman, I.F., & Sheetz, A.H. (Eds.).(1995). The Comprehensive School Health Manual. Boston, MA: Massachusetts Department of Health.
Auburn Public Schools Medication Permission Form

Updated and approved by SC: March 2, 2016

**AUBURN PUBLIC SCHOOLS
DEPARTMENT OF NURSING
MEDICATION STANDING ORDERS**

ALERT: EPI-PEN SHOULD BE GIVEN TO ANY STUDENT WITH AN EPI-PEN ORDER

******TREATMENT FOR A MILD ALLERGIC REACTION******

DIPHENHYDRAMINE (BENADRYL)

For treatment of mild allergic reactions, with parental permission, the nurse can administer diphenhydramine as follows:

- Grades K-6, ages 5-12: diphenhydramine 12.5 mg. to 25 mg. orally every 6 hours.
- Grades 7-12, over 12 years old: diphenhydramine 25 mg to 50 mg orally every 6 hours.
- **Refer to dosing chart**

ASSESS:

1. Allergen exposure
2. Allergic response
3. History, onset, and nature of complaint
4. Parental consent

INTERVENTION: as needed, and described above.

******OVER THE COUNTER PRN (AS NEEDED) MEDICATIONS******

Students will be allowed to take, or have applied, certain over the counter medications under the direct supervision of an RN. These "as needed" medications will be administered as follows:

ACETAMINOPHEN (TYLENOL)

USAGE: headache, sore throat, temperature > 100 F, general body and muscle aches/pains, menstrual cramps, or dental discomfort.

- Grades K-6, with parental permission, and assessment below
- Dosage: age and weight appropriate every 4-6 hours
- Grades 7-12, with parental permission, and assessment below
- Dosage: 325-650 mg. q. 4-6 hours as needed
- **Refer to dosing chart**

ASSESSMENT:

1. Note any medication allergies
2. Duration of complaint/symptoms
3. Did the student have breakfast/snack/lunch? If not student should try eating first.
4. If headache and student has eaten, try rest and ice before medicating.
5. Temperature/vital signs, and or symptoms noted.

INTERVENTION: as needed and described above

IBUPROPHEN (MOTRIN)

USAGE: headache, sore throat, temperature > 100 F, general body and muscle aches/pains, menstrual cramps, or dental discomfort.

- Grades K-6, with parental permission and assessment below
- Dosage: age and weight appropriate, q. 6 hours
- Grades 6-12, with parental permission, and assessment below
- Dosage 200-600 mg. p.o. q. 6 hours, as needed
- **Refer to dosing chart**

ASSESSMENT:

1. Note any medication allergies
2. Duration of complaint/symptoms
3. Did the student have breakfast/lunch/snack? If not student should try eating first.

Benadryl 1 mg./kg dose Q 6 hours prn itchiness/hives

Age	Weight (lbs)	Dose (mg)	liquid	tablet
2-3	25-37	12.5	1 tsp	
4-6	38-54	19	1-1/2 tsp	
7-12	55-100	25	2 tsp	25 mg. tablet
> 12	100+	50		

Tylenol 10-15 mg/kg per dose Q hours prn fever/pain

Age	Weight (lbs)	Dose (mg)	liquid	tablet
2-3	25-37	160	1 tsp	Two x 80 mg
4-5	38-47	240	1-1/2 tsp	Three x 80 mg
3	48-65	320	2 tsp	4 x 80 mg
9-11	66-95	480	3 tsp	6 x 80 mg
12+	95+	650	4 tsp	2 x 325 mg

Ibuprofen 10 mg/kg per dose Q 6 hours prn fever/pain

Age	Weight (lbs)	Dose (mg)	liquid	Tablet
2-3	25-37	100	1 tsp	
4-5	38-47	150	1-1/2 tsp	
6-8	48-65	200	2 tsp	2 x 100 mg
9-11	66-95	300	3 tsp	3 x 100 mg
12+	95-140	400	4 tsp	2 x 200 mg
	140 plus	600	6 tsp	3x200mg

*****Please refer to standing orders for applying Bacitracin or Calamine topically on a student.**

**AUBURN PUBLIC SCHOOLS
DEPARTMENT OF NURSING
PERMISSION TO TREAT FORM**

STUDENT NAME: _____

Grade: _____

MEDICATIONS PROVIDED DURING SCHOOL HOURS:

- Acetaminophen (Tylenol)
- Ibuprofen (Motrin)
- Bacitracin Ointment
- Calamine Lotion
- Diphenhydramine (Benadryl)
- Tums (**high school students only**)

IMPORTANT INFORMATION FOR PARENT/GUARDIAN

Your written consent is required before your child is able to receive these medications at school. Please complete the entire form. By signing below, you acknowledge the following:

- You have received the information and agree that your child may safely take the recommended dose.
- The school nurse has the responsibility of approving your child's use of these medications. In the case of a child with special health care needs, the school nurse may request authorization from his/her physician.
- A physician's (or other licensed prescriber's) authorization will be required
- Your child requires more than 3 doses of acetaminophen, diphenhydramine, and/or ibuprofen in a 30 day period;
- Your child requires more than 3 consecutive daily doses of acetaminophen, diphenhydramine, and/or ibuprofen;
- In the judgment of the school nurse your child is ill and not improving.

ONLY the school nurse will administer/apply these medications. In the event your child is ill and school policies require exclusion from school, your child will still be excluded, regardless of the use of medication. This service is intended to help your child's performance during the instructional period. The school nurse will not administer acetaminophen or ibuprofen within 30 minutes of dismissal except at his/her discretion.

PARENTAL CONSENT FOR ACETAMINOPHEN, IBUPROFEN, DIPHENHYDRAMINE, BACITRACIN OINTMENT, AND CALAMINE LOTION:

I give permission to the school nurse to administer/apply the following medications (please check each that applies) to _____ according to approved guidelines (check if you approve):

(Child's Name)

Acetaminophen (Tylenol) _____

Bacitracin Ointment _____

Diphenhydramine (Benadryl) _____

Ibuprofen (Motrin) _____

Calamine Lotion _____

Tums _____ (**high school students only**)

Please complete the following:

My child has taken acetaminophen (Tylenol) before without a problem. Yes ___ No ___

My child has taken Ibuprofen (Motrin) before without a problem. Yes ___ No ___

My child has used Bacitracin before without a problem. Yes ___ No ___

My child has used Calamine Lotion before without a problem. Yes ___ No ___

My child has used Diphenhydramine (Benadryl) before without a problem. Yes ___ No ___

My child has used Tums before without a problem. Yes ___ No ___

I agree to notify the school nurse if I medicated my child before school. Yes ___ No ___

I agree to inform the school nurse if my child has had any adverse reactions when taking or applying these medications. Yes ___ No ___

Please notify me before my child receives the medication. Yes ___ No ___

OR Please notify me after my child receives the medication. Yes ___ No ___

Contact Name and Phone# _____ My child is taking other medications at this time. Yes ___ No ___ (please list):

Special instructions concerning my child _____

To the best of my knowledge, my child has no allergy/sensitivity to any of the above named products.

Parent/Guardian Signature: _____ Date: _____

School Nurse's Signature: _____ School Principal's Signature: _____

STUDENT SAFETY

Proper attention will be paid to the safety of pupils on school property during the normal school day, during their participation in school-sponsored extra-curricular activities on school grounds, and at school functions scheduled away from school property.

The Superintendent and Leadership Team are responsible for developing a district-wide program that emphasizes safety of pupils on school property during the normal school day, at school district-sponsored extracurricular activities on school property and at school functions scheduled away from school property.

The Superintendent and Leadership Team will also work with Auburn's Safety Advisory Team, consisting of representatives of the police, fire and school departments, as well as Auburn's Building Inspector. Prior to the start of each school year, a multi-hazard evacuation plan and crisis management plan will be maintained and reviewed annually by the Superintendent of Schools, Police Chief and Fire Chief.

The Committee recognizes that it is the parents' responsibility to supervise students on their way to and from school. The School District assumes responsibility for students only after they have entered the school building or have been picked up by District-provided transportation, whichever comes first. It is the parents' responsibility to supervise students before and after those times, including supervision to and from bus stops and while they wait at bus stops. Students riding to school on District-provided transportation will be subject to the rules and regulations developed for their safety (see Policy JICC and Policy EEAEC).

It is the responsibility of the principal and teachers to arrange for adequate supervision of students on school property during the normal school day, as well as at extracurricular activities sponsored by the District on school property, and school-sponsored functions held off school property. Special attention should be given to the prevention of accidents and to the development of habits of good citizenship.

Students shall be taught safe practices in such subject areas as technology education, physical education, health, and laboratory courses in science as well as in extracurricular athletic activities.

LEGAL REF: Section 363 of Chapter 159 of the Acts of 2000

Approved on First Reading: January 6, 2010
Approved on Second Reading: February 1, 2010
Adopted: February 1, 2010

Reviewed, revised and updated: October 30, 2019

Auburn Public Schools

STUDENT GIFTS AND SOLICITATIONS

Because of the embarrassment that might result among children, students will be discouraged from giving gifts to classroom teachers and other school personnel. For the same reason, there will be no formal exchange of gifts between students in the classroom.

Solicitation of funds for charitable purposes from students of the school district will be made only as approved by the School Committee.

Any organization desiring to distribute flyers or other materials to students in connection with fund drives may do so only with the approval of the Superintendent.

SOURCE: MASC

CROSS REFS.: GBEBC, Staff Gifts and Solicitations

JJE, Student Fund-Raising Activities

KHA, Public Solicitations in the Schools

KHB, Advertising in the Schools

Reviewed, revised and updated: March 21, 2019

STUDENT FEES, FINES, AND CHARGES

The School Committee recognizes the need for student fees to fund certain school activities. It also recognizes that some students may not be able to pay these fees. No student will be denied access into any program because of inability to pay these supplementary charges.

A school may exact a fee or charge only upon School Committee approval. The schools, however, may:

- Charge students enrolled in certain courses for the cost of materials used in projects that will become the property of the student.
- Charge for lost and damaged books, materials, supplies, and equipment.

Students who are indigent are exempt from paying fees. However, indigent students are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment.

All student fees and charges, both optional and required, will be listed and described annually in each school's student handbook or in some other written form and distributed to each student. The notice will advise students that fees are to be paid and of the penalties for their failure to pay them. Permissible penalties include the withholding of report cards until payment is made or denial of participation in extra class activities while the student is enrolled in this District.

Any fee or charge due to any school in the District must be paid by the end of the school year.

If necessary, families may coordinate a payment plan with the Business Office for fees, however, such fees must be paid in full no later than December of the current school year, or as specified in any written agreement.

Any payments returned for insufficient funds must be paid in full by the parent, along with any associated late or bank fee charges, before the child can participate in the program.

SOURCE: MASC 2016

First Reading: May 1, 2013
Second Reading: May 15, 2013
Approved: May 15, 2013

Reviewed, revised and updated: January 3, 2018

STUDENT RECORDS

In order to provide students with appropriate instruction and educational services, it is necessary for the School District to maintain extensive and sometimes personal information about them and their families. It is essential that pertinent information in these records be readily available to appropriate school personnel, be accessible to the student's parents or legal guardian and/or the student in accordance with law, and yet be guarded as confidential information.

The Superintendent will provide for the proper administration of student records in keeping with state and federal requirements, and shall obtain a copy of the state student records regulations (603 CMR 23.00). The temporary record of each student will be destroyed no later than seven years after the student transfers, graduates or withdraws from the School District. Written notice to the eligible student and his/her parent of the approximate date of destruction of the temporary record and their right to receive the information in whole or in part, shall be made at the time of such transfer, graduation, or withdrawal. The student's transcript may only be destroyed 60 years following his/her graduation, transfer, or withdrawal from the School District.

The Committee wishes to make clear that all individual student records of the School District are confidential. This extends to giving out individual addresses and telephone numbers.

SOURCE: MASC 2019

LEGAL REFS: Family Educational Rights and Privacy Act of 1974,
 P.L. 93-380, Amended
 P.L. 103-382, 1994
 M.G.L. 66:10 71:34A, B, D, E, H
 Board of Education Student Record Regulations adopted 2/10/77,
 June 1995 as amended June 2002.
 603 CMR: Dept. Of Education 23.00 through 23:12 also
 Mass Dept. Of Education publication Student Records; Questions,
 Answers and Guidelines, Sept. 1995

CROSS REF: KDB, Public's Right to Know

Reviewed, revised and updated: October 30, 2019

STUDENT PHOTOGRAPHS

Individual schools may arrange, in cooperation with the school's parent organization, student council, designated student committee, or a staff committee, to take individual student and/or class group pictures.

Individual and/or class group pictures may be taken at the school facility and during the regular school day hours. The pictures shall be made available for purchase by students and/or parents/guardians on a voluntary basis. The building Principal or their designee shall have final authority in authorizing the picture-taking program and will be responsible for overseeing the process.

Students may be required to have an individual picture taken for the cumulative file or identification purposes; however, no student shall be pressured or required to purchase photographs.

The purpose of the policy is to:

- Enhance the safety of students through visual identification in an emergency situation.
- Facilitate the social, educational, and administrative activities conducted in the school.
- Provide a service to parents/guardians and students.
- Allow the profits gained from the picture-taking program to be used by the sponsoring group and authorized by the building Principal.

SOURCE: MASC

Reviewed, revised and updated: March 21, 2019