

Auburn School Committee Meeting Agenda
5 West Street, Auburn, Massachusetts 01501

January 17, 2024 - 6:00 p.m.

Join Zoom Meeting
<https://auburn-k12-ma-us.zoom.us/j/85712823082>

Meeting ID: 857 1282 3082
Television: Charter Channel 194

YouTube: ACTVAUBURN

Call to Order:

The meeting of the Town of Auburn School Committee is being conducted both in person and remotely, consistent with Chapter 107 of the Acts of 2022, which suspends the requirement of the Open Meeting Law to have all meetings in a publicly accessible physical location. Further, all members are allowed to participate remotely as long as reasonable public access is afforded so that the public can follow along with the deliberations of the meeting.

For the public to join the meeting remotely through Zoom, please use the link posted on the agenda on the Town's Website.

All supporting materials that have been provided to members of this body, is available on the Town's website. The public is encouraged to follow along using the posted agenda.

Please note that this meeting is being recorded by Auburn Cable Television. Thank you.

Pledge:

Our Vision: The Vision of the Auburn Public Schools is to educate and prepare students for the opportunities and challenges of a changing world.

Our Commitment: We will create, maintain, and support an environment that fosters a sense of belonging for all students in our schools respecting race, color, sex, religion, national origin, sexual orientation, gender identity, homelessness, poverty, spoken language and ability.

CITIZENS' COMMENTS: *Per School Committee Policy BEDH, speakers will be allowed up to three (3) minutes to present their material and must begin their comments by stating their name and town precinct. The public comment section shall not exceed 15 minutes and all speakers are encouraged to present their comments in a respectful manner. Topics for discussion should be limited to those items within the School Committee's scope of authority: review and approval of the school district budget, the performance of the Superintendent and the policies of the District.*

SPECIAL RECOGNITIONS:

MINUTES: 1/3/24

STUDENT REPRESENTATIVES REPORT:

SUPERINTENDENT'S REPORT:

Student Spotlight

Swanson Road Elementary School - Literacy Projects focusing on UDL, ELA & Writing

UNFINISHED BUSINESS:

Field Trip Policy Draft

Information

Policy JJH - Third READING

NEW BUSINESS:

Auburn Fire Department Building Update

Information

Auburn Fire Chief Coleman will provide a brief overview of updates to the plan for a new fire station for the Town of Auburn. This plan has changed significantly since Chief Coleman gave an overview last school year and thus he will provide the Committee with an update.

Director of Food Services Update

Information

Brianne Pulver is here with us this evening to update the committee on some exciting happenings in Food Services. She will be discussing the farm to school grant, renovations to Pakachoag and Bryn Mawr, as well as upcoming training and participation.

Auburn High School Program of Studies

Action

Mr. Delongchamp, Principal of Auburn High School will present changes or updates to the Auburn High School 2024-2025 Program of Studies.

Recommended Motion...to approve the Auburn High School 2024-2025 Program of Studies.

Approval of School Choice for the 2024-2025 School Year

Action

Per Massachusetts General Law, Massachusetts school districts are required to vote on continuance of school choice in their district. School choice has been an important aspect of our school budget for the last decade. We have also enjoyed welcoming wonderful students and families to the district through the School Choice program. It is my recommendation that we continue the school choice program. The numbers of students to be accepted into the district will be determined as we get closer to March and demographics are finalized for next year.

Recommended Motion: ... to continue the school choice program in the Auburn Public Schools at Auburn High School and Auburn Middle School with the actual number of open school choice slots to be determined in March after reviewing demographic data more closely.

Satellite and Galaxy Rates for 2024-2025

Action

In your packet you will see a cost comparison for area before and after school programming in other public school districts. The data shows that our pricing is low compared to area districts. This information is being shared with you to determine if the Committee supports raising the rates for this programming.

Recommended Motion.....to increase the rates for Satellite and Galaxy to \$ 10 per day for Before School Care and \$ 20 per day for After School Care.

2024-2025 School Year Calendar

Information

In your packet you will find the proposed 2024-2025 School Year Calendar. This calendar is similar to the 2023-2024 school calendar with adjustments made due to the Presidential Election being held on November 5, 2024 and the extended holiday break in December/January.

TEACHING AND LEARNING REPORT:

In November, a team of educators from the High School: Karen Ballway, Nicole Vecchio, Jim Adams, April White and I attended a DESE-endorsed Learning Excursion to Casco Bay High School, a small public high school in Portland, Maine. Casco Bay has received national recognition for an innovative learning model that focuses on Rigor, Relevance and Relationships. Our team was one of several teams from across New England that was selected to spend two days and three nights learning from students, staff and leaders on the ways in which this urban public school creates a small, expeditionary learning community.

Throughout our time together, we had the opportunity to meet with and collaborate with one another and teachers and administrators from other New England schools as we observed Casco Bay High School's innovative learning model in action, seeing community-connected projects, participating in student advisory, observing classes and playing an active role in offering feedback to students completing their "learning expeditions."

Our "Casco Bay Team" is sharing our learning with colleagues and HS leadership, examining ways in which we can infuse key learnings from Casco Bay with the improvement work already taking place at the High School. As we move forward in implementing these concepts, our team looks forward to sharing with the School Committee at an upcoming meeting.

BUSINESS/FINANCIAL REPORT: - None

Executive Session: If needed for Negotiations

Action

Recommended Motion.....to adjourn into executive session to discuss the bargaining position with personnel that could be compromised if discussed in open session. We will not return to open session.

Adjournment Roll Call Vote:

MINUTES

SCHOOL COMMITTEE MEETING

Location: 5 West Street, School Committee Room

January 3, 2024 6:00 p.m.

In Attendance:

Absent

Zoom

Jessie Harrington

Brooke Wrenn

Meghan McCrillis

Samantha Rapahel

Stef Parker

Beth Chamberland, Superintendent

Alan Keller, Assistant Superintendent

Cecelia Wirzbicki, Business Manager

Jennifer Stanick

Katie Luby

Jordan Feen & family - 25 Boyce Street (Student Spotlight)

Harrison Eisnor & family - 2 Rock Ave (Student Spotlight)

Sydney Meadows & family - 28 Woodland Road (Student Spotlight)

Zoe Jane Richard & family - 89 Pinehurst Ave (Student Spotlight)

Noah Rodriguez & family - 420 Old Oxford St North (Student Spotlight)

CALL TO ORDER:

Jessie Harrington called the meeting to order at 6:00p.m.

Meghan McCrillis read out loud the Auburn Public School Vision & Commitment.

CITIZENS' COMMENTS: None

Jessie Harrington asked if we had any citizens here to comment either in the audience or on Zoom. There were no comments.

SPECIAL RECOGNITIONS:

Dr. Chamberland:

Lisa Carpenter, longtime Auburn resident and district employee passed away unexpectedly on Tuesday, December 26, 2024. Loving wife of Dale, devoted mother of Amanda & Eric, adoring grandmother of Marley, Aria, Aiden, Carter and Kali and cherished daughter of Raymond and Irene. Lisa began working at Auburn High School as a secretary in 2003 and was promoted to data administrator in July. She was a special person, valued employee and good friend to many. What I know of Lisa on a personal note, she was a good, kind and gentle person. She was great at her job and loved her job. She will be greatly missed.

AHS student Logan Plumb auditioned for the New England Music Festival in Griswold, CT on Saturday, December 9th. We are thrilled to announce he was accepted and will be joining top students from New Hampshire, Vermont, Connecticut and Massachusetts in a Concert Festival in March. This is an incredible achievement. Congratulations to Logan and all the students selected for this opportunity.

Congratulations to Zhunay Moulton who broke an AHS Indoor Track & Field record on Wednesday, December 13th. Zhunay broke the 55-meter dash record with a hand time of 7.3 seconds, which converts to a 7.54 in electronic time. MileSplit Massachusetts declared Zhunay one of its Elite Performers of the week. Zhunay now holds two Indoor Track & Field records. She set the 300-meter record as a freshman, during her first-ever Indoor Track season, with a time of 44.33 seconds, on January 15, 2023.

Minutes: 12/13/23

Jessie Harrington entertained a motion to accept the minutes from 12/13/23

Samantha Raphael made a motion to accept the minutes from 12/13/23. Meghan McCrillis seconded the motion, it was unanimously approved.

STUDENT REPRESENTATIVES REPORT: None

SUPERINTENDENT'S REPORT:

Student Spotlight:

Dr. Chamberland introduced Bryn Mawr Principal Brooke Beverly, Second Grade Teacher Eileen Tarini and the following second grade students:

Harrison Eisnor
Jordan Feen
Sydney Meadows
Zoe Jane Richard
Noah Rodriguez

The students shared with the committee the project they completed in class called New Year's Around the World.

The accompanying slide presentations are included in the packet.

Unfinished Business:

FY '25 Draft Budget

Dr. Chamberland: The FY '25 draft budget was first presented to you at the November 29, 2023 meeting. It represents a 5.63% increase from the amended FY '24 school budget of \$30,132,276 to the FY '25 draft budget of \$31,828,336.68 or an overall increase of \$1,696,060.68. I ask now that you vote to approve to send it forward to the town as presented.

Jessie Harrington asked the committee if there were any questions or discussion that needed to happen before moving forward with the vote.

There was none.

Jessie Harrington entertained a motion to vote to approve and send forward the FY '25 Budget as presented by the Superintendent.

Megan McCrillis made a motion to approve and send forth the FY '25 Budget as presented by the Superintendent. Samantha Raphael seconded the motion, it was unanimously approved.

Jessie Harrington thanked the town for their ongoing support.

Dr. Chamberland agreed and said we will see if it remains as a draft as there are many other moving pieces to inform where we'll finally land come May. Time will tell.

Field Trip Policy Draft

Dr. Chamberland: As requested at the previous meeting, the new Policy JJH is under consideration for a second reading. As you know we looked at several policies and worked to compile all the information. It will come back one more time for a final reading and vote.

Stef Parker: For the repeat annual field trips, should there be different language to lessen the amount of time needed to present the field trip for approval?

It was discussed and agreed that the amount of time needed for the approval is to give ample time for fundraising.

It was also discussed that we have a program called Helping Our Own that assists students to afford Academic Fieldwork Trips and to add that language to the policy.

Body Worn Cameras

Dr. Chamberland: In your packet you will find a proposed Memorandum of Agreement between the Auburn Public Schools and Auburn Police Department. In January of 2024, the Auburn Police Department will issue Body Worn Cameras(BWC) to all of its members. Our SROs, while they work in the schools, are still considered to be patrolmen and as such, will be issued a BWC. The Memorandum in your packet outlines a draft policy for the presence of BWC in our schools to ensure the safety of our students and staff along with confidentiality.

Jessie Harrington entertained a motion to vote to approve the Memorandum of Agreement between the Auburn Public schools and Auburn Police Department as presented by the Superintendent.

Meghan McCrillis made a motion to approve the Memorandum of Agreement between the Auburn Public schools and Auburn Police Department as presented by the Superintendent. It was seconded by Stef Parker and unanimously approved.

New Business:

Historical Field Trip Listing

Dr. Chamberland: In your packet you will find a historical listing of field trips for each of the schools. This information was requested by the Committee at a previous meeting as we continue to examine the field trip process for all schools.

Jessie Harrington: I requested it and was looking to see if there was a spike in trips leaving the state. I appreciate the data and I am happy to see that we are utilizing our state and surrounding areas. And I encourage that to continue.

NESDEC 2023-2024 Enrollment Projection Report

Dr. Chamberland: In your packet you will find this year's Enrollment Projection Report from the New England School Development Council(NESDEC). Each year, this organization compiles this report based upon information we provide and information from the Department of Housing and Urban Development(HUD). Graphs and information provided reflect both historical and projected enrollment data. They do list our Special Education Out of District Placement at 28, that number is not correct, we are at 12.

Dr. Chamberland: At our next meeting we will be voting on continuing the School Choice Program. I felt this information was important for you to have going into that vote.

SWCEC Annual Report

Dr. Chamberland: In your packet you will find the Annual Report from the Southern Worcester County Educational Collaborative. This was approved by the SWCEC Board of Directors at the December 15, 2023 meeting.

Assabet Valley Collaborative FY '23 Audit Report

Dr. Chamberland: In your packet you will find the Annual Report from the Assabet Valley Collaborative for your review. This was approved by the AVC Board of Directors at the December 1, 2023 meeting.

TEACHING AND LEARNING REPORT:

Alan Keller: We had a plethora of activities occurring throughout the district during our professional development day yesterday, January 2, 2024. Over the course of the school year, we have been planning and preparing for this day like all of our professional development time.

The majority of our staff was engaged in the district's continued efforts with Universal Design for Learning (UDL). Our UDL coaches: Claudia Allain at the Preschool, Dawn Fenuccio and Jessica Roark at Bryn Mawr, Julie Benoit and Nicole Dunn at Pakachoag, Jill Spencer and Erin Kane at Swanson Road, Karin Loach and Patricia Fishwick at the Middle School and Karyn Ferdella at the High School attend monthly meetings with experts in the field in developing their expertise. Principals, together with the aforementioned UDL coaches and a UDL technical assistant at each school continue to move this important initiative forward—the goal of which is to support the needs and interests of all of our students.

Our counselors met with Sue Bahnan, the Community and School Outreach Coordinator from the Worcester County DA's office on the topic of Trauma. Specifically, they looked at trauma-informed practices as part of the *Handle With Care* Initiative, a national strategy aimed at ensuring children receive appropriate interventions to help them achieve at their highest levels despite traumatic experiences they may have experienced.

Although members of our Wellness department have individually seen the new Health and Physical Education standards, yesterday was our first opportunity to meet as a K-12 group. Teachers spent the day unpacking the standards as a first step toward developing a consistent K-12 scope and sequence that includes evidence of student mastery and developing student-friendly targets.

Like their Wellness colleagues, the Music and Art departments had the opportunity to meet as a K-12 group in order to examine gaps and overlaps and share resources and techniques to enhance their instruction.

Nurses received training from Professional Software for Nurses, Inc, on advanced skills in SNAP Health Center, our health documentation software.

Slides are available on the packet.

BUSINESS/FINANCIAL REPORT:

Year to Date Budget Report

Mrs. Wirzbicki presented a year to date budget report dated 12/20/2023 for the committee to review.

Budget Transfers

Mrs. Wirzbicki provided a listing of Budget Transfers dated 12/20/2023 between the same series and between different series for which she is seeking approval.

Jessie Harrington entertained a motion to approve the list of Transfers dated 12/20/2023 as presented by Mrs. Wirzbicki.

Samantha Raphael made a motion to approve the list of Transfers dated 12/20/2023 as presented by Mrs. Wirzbicki. Meghan McCrillis seconded the motion, it was unanimously approved.

Executive Session - None

At 6:42 p.m. Jessie Harrington entertained a motion to adjourn for the evening.

Meghan McCrillis made a motion to adjourn, Samantha Raphael seconded the motion, it was unanimously approved.

Roll Call Vote

Adjournment

Respectfully submitted,

Mandy Williams

Recording Secretary

Referenced Documents:

New Years Around the World Slides

Meeting Minutes: 12/13/23

FY '25 Draft Budget

Field Trip Policy Draft JJH

Memorandum Agreement Between APS and APD regarding Body Worn Cameras

Historical Field Trip Listing

NESDEC 2023-2024 Enrollment Projection Report

SWCEC Annual Report

Assabet Valley Collaborative FY '23 Audit Report

Teaching & Learning Slides

Year to date budget report dated 12/20/23

Budget Transfers dated 12/20/23

File: JJH - SCHOOL-SPONSORED TRIPS AND STUDENT TRAVEL

The Auburn School Committee recognizes that it is desirable and valuable, on occasion, to supplement and extend activities with voluntary and optional academic field trips, field work and domestic and international student travel to broaden the perspectives and educational experiences of students. The School Committee encourages activities that augment classroom instruction, supports academic standards and promotes healthy social development. All such travel opportunities should take place in Massachusetts whenever possible with the understanding that some experiences can only happen outside of the Commonwealth.

A. DEFINITIONS AND STANDARDS

The following definitions apply for the purpose of this policy:

- 1. Academic fieldwork trips** include all off-campus trips organized as part of the class curriculum. There must be pre- and post-trip instructional activities and/or assessment. Participation of all members of the class is expected. Provisions for comparable instructional experiences during the school day must be made for students not on the academic field work trip.
- 2. Extracurricular school field trips** are those off-campus trips that are organized by a faculty sponsor or a school-sponsored club or group. These school trips can include domestic and international student travel. Participation is optional, voluntary, and not eligible for financial assistance.
- 3. Athletic or academic school trips** are those away competitions, games, matches, scrimmages, and training camps that are part of the official academic and/or athletic programs of the Auburn Public Schools.
- 4. Overnight travel:** When an academic field work trip, an extracurricular school field trip, or an athletic and/or academic school trip is planned which requires a student to stay overnight away from home, or which involves travel that is to occur between midnight and 6:00 a.m., the procedures for planning and approving overnight trips apply. It is understood that overnight trips include all such travel within Massachusetts, in other states, and internationally. Overnight trips are only permitted for students at Auburn High School.
- 5. Chaperones:** Any employee of the Auburn Public Schools or parent/guardian, or any adult that attends a trip and is vested with the responsibility of monitoring student safety and adherence to all policies as referenced in this document
- 6. Trips** as referred to in this policy include all academic field work trips, extracurricular school field trips, and athletic or academic school trips, as defined above. School sponsored trips are expressly limited to eligible Auburn Public Schools students and to approved chaperones as defined above.

B. GENERAL CONDITIONS FOR APPROVAL - Domestic and International

Only trips meeting the following conditions are permitted. Until approval for any trip is received (day, overnight or out-of-state), no documentation or notification shall be made to parents or students. To do so could jeopardize ultimate approval of said trip.

The sponsoring faculty member will ensure that:

1. trips are appropriate for the age group involved in the activity;
2. trips are reasonable in terms of time, distance and cost;
3. extracurricular school field trips which involve overnight travel should occur during non-school time and in no event during the last fifteen (15) days of school;
4. trips are not scheduled during the MCAS examination periods for students taking the MCAS exams. If unique and special circumstances present an academic opportunity, the principal and superintendent will consider and evaluate each request with care;
5. trips are planned with careful consideration of student safety which includes, without limitation, an appropriate number of adult chaperones as specified in Section D of this policy and confirmation that all chaperones have approved Criminal Offender Record Information (CORI) checks on file with the Superintendent;
6. students, parents/guardians, and chaperones will receive written notice that all Auburn Public Schools policies on student behavior, student handbook rules and regulations, Massachusetts Interscholastic Athletic Association (MIAA) rules and regulations, and trip rules regarding student conduct will apply and be in effect at all times for academic fieldwork trips, extracurricular school field trips, and athletic and academic school trips;
7. provisions are made for medical emergencies, including attending medical personnel, when necessary; The field trip organizer will meet with the School Nurse to review students' medical needs. (See Appendix A) For all field trips through grade 8, a school nurse is required on each trip regardless of whether a student has an emergency medical condition that may require medication or not. For field trips within Auburn, (i.e. AHS – science lesson at SWIS; AMS – to Life Care), a nurse may not be required to attend if, in the school nurse's judgment, one is not necessary based on students' needs. At grades 9 through twelve, the school nurse, working in conjunction with the building administrator, will determine, based on students' needs, whether a nurse is required, as students at this level may self-administer with parental permission.
8. Notify cafeteria staff so that they may plan accordingly.
9. when school bus transportation is required, the school district's regular transportation contractor is utilized, if available. If the school district's regular transportation carrier is not available, only contractors licensed for passenger transportation by the Federal Motor Carrier Safety Administration (FMCSA) or the Department of Defense's approved list of motor carriers may be used. Carriers with an FMCSA or Department of Defense safety rating of "conditional" or "unsatisfactory" cannot be used. FMCSA carrier ratings are available online at <http://www.safer.fmcsa.dot.gov> by providing the carrier's D.O.T. identification number;
10. any contract with a private carrier prohibits the use of subcontractors unless approved by the Superintendent or his/her designee. The Superintendent or his/her designee will not approve use of any subcontractor unless the subcontractor meets the criteria referenced above in item 8 (eight) of this section;

11. no student is denied the opportunity to participate in an academic field work trip because of the inability to pay within budgetary limits;
12. costs associated with an optional/voluntary extracurricular school field trip will be the responsibility of the individual student/family. Where appropriate, there may be fundraising to help defray costs. All fundraising must be done in compliance and accordance with Auburn Public Schools and individual school policies;
13. should an emergency situation occur, the sponsoring faculty member is responsible for notifying the Principal by telephone as soon as possible but no later than eight (8) hours after the emergency situation occurs. The faculty member is also responsible for notifying the parent/guardian of record by telephone, text, or email once the emergency situation stabilizes but no later than eight (8) hours after the emergency situation occurs;
14. participants in activities will wear safety equipment at all times which is appropriate to the specific activity, e.g., suitable helmets for bicycle and ski/snowboard trips;
15. trip cancellation insurance will be made available for all multiple day out-of-state travel and international travel. Families are responsible for the cost of such insurance;
16. all chaperones on trips will agree to adhere to Auburn Public Schools school policies and codes of conduct;
17. Only one field trip per school day can be scheduled to ensure that if necessary, nursing coverage can be provided for the trip.

C. AUTHORITY TO APPROVE/DISAPPROVE/CANCEL - Domestic and International

1. All school-sponsored Massachusetts day trips must receive the approval of the program advisor (HS & MS) and the principal.
2. All school-sponsored out-of-state day trips, outdoor education classroom camps, and senior week activities must receive prior approval of the principal, the superintendent and the School Committee. Such trips must be approved 6 months in advance of the trip, give consideration to ensuring that the cost is reasonable and provide for fundraising opportunities if necessary to include all students.
3. All school-sponsored overnight trips, including trips involving just overnight transportation, but excluding outdoor education classroom camps and senior week activities, must receive prior approval of the program advisor (HS only), principal, superintendent, and School Committee.
4. All school-sponsored international trips must receive prior approval of the principal, superintendent, and school committee. Such trips must be approved 1 year in advance of the trip, give consideration to ensuring that the cost is reasonable and provide for appropriate fundraising opportunities to defray cost.
5. Auburn Public Schools, acting through the School Committee or the Superintendent, reserves the right (a) to cancel trips up to departure for any reason and (b) to recall trips in progress, if national and/or international conditions so warrant or if security and safety concerns over which Auburn Public Schools has no control render it appropriate to cancel the trip. The following criteria will be taken into consideration: (a) U.S. Department of State Travel Advisory; (b) Homeland Security Advisory (alert

status); and/or (c) Declaration of War or armed conflict. Additionally, the critical judgment of the School Committee, with input from the Superintendent, principal, and faculty sponsor, will be taken into consideration.

6. The Superintendent will alert the School Committee to final deadlines regarding required commitment of funds if there are national and/or international events/situations/conditions which might cause the School Committee to cancel or recall a trip due to safety concerns or other reasons. In the event that a trip must be canceled in accordance with this Section C, school officials will make a reasonable effort to obtain a refund of monies paid by students and parents/guardians. However, such refunds are not guaranteed. The student and parent/guardians understand that they may lose any and/or all of the funds they have expended for the voluntary trip.

7. While there must be adequate supervision the program advisor and the Principal must minimize the number of teachers who will miss classes due to performing activities as chaperones.

8. Pursuant to state law and regulation, the School Committee is responsible for approving out-of-state and/or overnight trips. However, in the event that approval is required for an academic or athletic contest, competition or tournament and the schedule is such that the contest, competition, or tournament is not known to administrators within 10 calendar days before the next regularly scheduled School Committee meeting, said approval authority is delegated to the Superintendent of Schools.

9. The approval process for a specific trip will be completed prior to promoting, advertising, or making any preparations for the trip, taking deposits from students, or engaging students in fundraising activities for the trip.

10. The principal and/or Superintendent shall have the right, after conferring with the field trip coordinator, to exclude a student from the activity if said student's prior demonstrated behavior is deemed to pose a risk to the success for safety of the field trip or if student and parent/guardian are not willing to sign discipline contract(when appropriate) or permission slip, or to provide required insurance documentation.

D. APPROVAL DOCUMENTATION - Domestic and International

Approval for all trips which involve contractual arrangements with any third party(ies) must be obtained prior to making any such arrangements. All trips must be approved in writing by the appropriate authority as specified in this policy. The initial documentation to request approval of a trip must include:

1. proposed dates and itinerary;
2. description of student eligibility;
3. estimated number of students expected and percentage of eligible students participating;
4. cost per student (if applicable);
5. mode(s) of transportation and schedule;
6. number of chaperones. The recommended ratios for extracurricular school field trips, academic school trips, and overnight travel are as follows: *HS 1:10 minimum; MS 1:10 minimum, Elementary 1:10*

minimum, International(HS) 1:6 minimum); lower ratios may be set at the discretion of the building Principal;

8. signed acknowledgements by all chaperones recognizing that their duties are a full-time responsibility during the trip and that they will engage in no conduct which interferes with or impairs their ability to perform those duties.

9. description of arrangements for meals and lodging (if applicable). Accommodations will include enough rooms so that no chaperones are rooming with students;

10. description of security features for transportation and accommodations;

11. means of financing;

12. copy of all contract(s) and copies of the travel company's insurance policy (and relevant riders), and refund policies associated with the trip; in addition, a document prepared by the sponsoring faculty member(s) for distribution to all participants containing a succinct, clear list of the dates of the trip operator's deadlines for trip cancellations and the refund rights that pertain to each date;

13. A meeting must be held with families(date noted) and a copy of the letters to be sent to parents and guardians referencing the specifics of the trip including all of the above and any rules specific to the trip which are in addition to the Auburn Public Schools student conduct policies, student handbook rules or regulations, and the Massachusetts Interscholastic Athletic Association (MIAA) rules and regulations. For international trips, the sponsoring faculty member will provide parents/guardians a copy of the State Department travel advisory and Homeland Security Alert Status for all countries to be visited monthly up to the time of departure;

14. in the case of academic field work, a description of the educational alternative and mapping of that alternative for students who are not participating, if applicable;

15. a Criminal Offender Record Information (CORI) check of all chaperones, which must be on file in the Superintendent's Office and an orientation meeting for chaperones must be held to ensure that they are cognizant of the goals and expectations of the field trip and willing to assume the responsibilities and liability expected of them.

16. Hold meetings with students relative to their responsibilities regarding all aspects of the field trip, including discipline. Students will be required to sign a contract agreeing to abide by the Auburn Public Schools' Code of Conduct as well as their own school's general Code of Conduct and specific Code of Conduct for their field trip being considered. Contract should state that parents will be responsible for providing transportation home should a student refuse to live up to the discipline code while on the field trip. Contract must also be signed by the parent or guardian.

17. Secure appropriate insurance information and parental permission to act in lieu of parents while on the field trip. Determine that all optional insurance required has been secured. (This includes medical, accident and cancellation.) Travel insurance, in amounts and with coverage as determined by the Auburn Public Schools, is mandatory for all foreign field trips and proof of insurance must be provided.

17. for international trip requests:

- (a) a printout of the State Department Travel Advisory and Homeland Security Alert Status as of the date the trip is submitted for approval for all countries to be visited, monthly up until the time of departure;
- (b) written proof that the sponsoring faculty member for the trip has created an account at STEP.state.gov and has provided the details of the specific trip, including the country or countries that the trip will cover and the anticipated dates of arrival and departure for each country covered by the trip;
- (c) representation in writing by the sponsoring faculty member for the trip that they will promptly notify the Superintendent or designee by email when there has been a new travel advisory or alert regarding any of the countries covered by the trip, informing the Superintendent that the faculty member has contacted the trip operator regarding the advisory or alert and informing the Superintendent of the trip operator's response regarding status of the trip;
- (d) representation in writing by the sponsoring faculty member for the trip that they will promptly notify the parent/guardian of each participating student by email regarding such advisory or alert and the trip operator's response regarding status of the trip;
- (e) additional information appropriate to the trip may be required by the approving authority prior to a decision;
- (f) failure by the sponsoring faculty member(s) to comply with the obligations in sub-paragraphs (c) and (d), above, may result in denial of approval for any future trips submitted by such faculty member(s);
- (g) should external circumstances change after the initial trip approval, detailed modifications to the relevant approval documentation will be required. The School Committee reserves the right to determine in its discretion that such changed circumstances warrant rescission of its approval in the best interests of students, the school community, and the District.

18. Other requirements as determined by the Principal.

E. FUNDRAISING AND FINANCIAL ASSISTANCE

1. Fundraising events and activities may be planned to offset the costs for trips. Any such fundraising will take place in accordance with the Auburn Public Schools' and individual schools' policies on fundraising.
2. Where an individual fee is charged for academic fieldwork trips which are part of the approved curriculum, the principal may provide financial assistance to a student if, due to financial hardship, such financial assistance is necessary to allow a student's participation.(Helping Our Own Fund)
3. Eligibility for financial assistance will be available to families earning as determined by the Auburn Public Schools Sliding Fee Scale. All documents submitted to Auburn Public Schools are kept confidential and are not included in any student file. All documentation submitted is retained for three years, at which time it is shredded and destroyed. Copies can be provided to a requesting parent or guardian at the Business Office, at no charge, if the application is submitted in person. If the application

is faxed or mailed, documents will not be copied and forwarded. The Auburn Public Schools Financial Assistance Program determines income based on the income of all household residents.

F. DISCIPLINE OF STUDENTS AND TRIPS - Domestic and International

1. All Auburn Public Schools policies on student behavior, student handbook rules and regulations, Massachusetts Interscholastic Athletic Association (MIAA) rules and regulations, and trip rules as specified in Section B, Item 6 above, regarding student conduct will apply and be in effect at all times for trips.
2. If a student violates any Auburn Public Schools student conduct policies, student handbook rules or regulations, Massachusetts Interscholastic Athletic Association (MIAA) rules and regulations, trip rules as specified in Section F Item 1 above, or otherwise misbehaves while on a trip, the student will be immediately suspended from the trip and sent back to school or home, if that is appropriate, practical, and can be done in a manner which protects the student's safety, by the faculty sponsor at the parent's/guardian's expense. In addition to being sent home, the student will be subject to the consequences for the action/infracton upon their return to school as defined by the aforementioned student conduct policies, student handbook rules and regulations, and Massachusetts Interscholastic Athletic Association (MIAA) rules and regulations.
3. Auburn Public Schools policies on student behavior, student handbook rules and regulations, Massachusetts Interscholastic Athletic Association (MIAA) rules and regulations, and trip rules as specified in Section B, Item 6 above, regarding student conduct will be given to chaperones. Chaperones will agree to implement and enforce them; failure to do so will result in disqualification from acting as a chaperone for future trips.

G. ADMINISTRATION OF MEDICATIONS on TRIPS - Domestic and International

In accordance with Massachusetts Department of Public Health 105 CMR 210.000 and Auburn Public Schools Policy (JLCD) - Medication Policy, the school nurse, with the parents/guardians when possible and student if appropriate, shall develop a medication administration plan for each student requiring medication administration at school, including while on a field trip or other short-term special event. Staff coordinating a field trip must provide a list of students attending the trip to the nurse with enough time to review and make appropriate accommodations. The school nurse shall review the medical needs of a student and determine whether a nurse must accompany the field trip, the medication administration will be delegated to a chaperone or other designated adult (in accordance with 105 CMR 210.000), or the student will self-carry and administer their medication based on criteria outlined in Auburn Public Schools Policy (JLCD). A nurse will attend all out-of-town elementary school field trips. In-town trips may not require a nurse in attendance depending on the need and circumstances. Medication on a field trip must be appropriately secured and well supervised throughout the trip.

Domestic Trips

If the school sponsored trip takes place in a different state, plans must be in place to meet the nursing license and practice laws of that state. Arrangements for overnight and out-of-state field trips should be made on a case-by-case basis, depending on needs, ages, and competence of the students, the destination, and the responsible adult on the trip.

International Trips

Nursing licenses are not recognized outside of the United States, therefore school nurses are not permitted to practice nursing in other countries. On international field trips, it is the responsibility of the Field Trip Coordinator to communicate with parents to address any medical concerns for students planning to attend the trip. The Field Trip Coordinator is responsible for making sure that the students and chaperones have the proper immunizations required for the country they plan to visit. The Field trip Coordinator must be aware of the laws and regulations regarding bringing medications into the country.

For students requiring emergency medication that cannot be delegated and when a nurse is not available, students (if appropriate) and parents/guardians must sign an Emergency Action Plan in order for the student to participate in a trip. This plan will be shared with trained staff/chaperones for the field trip.

The school nurse will have the final authority regarding whether the student may safely participate in a field trip. If medical needs require that a nurse attend a field trip, and a nurse is unavailable, the nurse leader will notify the Field Trip Coordinator as soon as possible and the field trip may need to be rescheduled.

H. TRANSPORTATION, LODGING, AND SCHEDULING - Domestic and International

1. The use of private vans and automobiles for student travel is not permitted. Such trips will use commercial vans or motor coaches and employ professional licensed drivers pursuant to Section B, items 8 and 9 of this policy.
2. With student safety and security in mind, the faculty sponsor will ensure that the travel company with which they have contracted has an emergency evacuation plan in place should the need arise to evacuate students from their location to a secure location.
3. With student safety and security in mind, the faculty sponsor shall arrange for security personnel to be on the premises during the overnight hours when staying in a hotel, motel, guesthouse, dormitory or any other place of overnight accommodation in the parts of the world where it is possible to arrange for such security personnel to be on the premises.
4. Accommodations shall include enough rooms so that no chaperones are rooming with students.
5. Parents/guardians, who are also chaperones, may share a room with their own children only.
6. Whenever possible, the faculty sponsor shall avoid planning student travel between the hours of midnight and 6 a.m., due to the increased risk of vehicular accidents during this time period.
7. Trip itineraries must allow sufficient time for drivers to rest in conformity with federal hours-of-service requirements and common sense. If a planned trip exceeds ten (10) consecutive hours of driving, a second driver must be utilized, or the driver must be off duty for eight (8) consecutive hours before driving again.

I. PERMISSION, CONSENT and RELEASE FORMS - Domestic and International

1. A condition of participation in any trip is execution of an agreement by the participant and by their parent/legal guardian to hold Auburn Public Schools harmless and to indemnify Auburn Public Schools

from any and all claims, liabilities, damages, losses, or other harm resulting from the trip, from activities associated with the trip, from the actions of third persons, or from the participant's own actions. Such agreement must also hold harmless and indemnify Auburn Public Schools from any and all claims, liabilities, damages, losses or other harm resulting from cancellation of a trip at any time. For purposes of this Section I, "Auburn Public Schools" shall include Auburn Public Schools, the Auburn School Committee, the Town of Auburn, and their members, officers, officials, employees, agents, insurers, and representatives. Accordingly, every student who intends to participate in a trip must submit a properly completed and signed Permission Slip. This consent/release form must be signed by the student (if appropriate) and in any event by the student's parent or legal guardian prior to a student taking part in any trip. No fundraising activities or other preparations for the trip may be undertaken until the completed and signed documents are obtained from every student who will participate in the trip.

2. For athletic and/or academic teams or other extracurricular school groups that routinely travel as part of their activities, the student (if appropriate) and the student's parents/legal guardians may submit one consent/release form to cover all events for the season.

SOURCE: ANDOVER - Updated June 1, 2023

LEGAL REFS: M.G.L. [71:37M](#); [71:37N](#); [71:38R](#)

603 CMR [27.00](#)

Massachusetts Department of Education Time on Learning Regulations

Additional Resources:

US Department of State Advisory <https://travel.state.gov/content/travel.html>

Homeland Security Advisory <https://www.dhs.gov>

Federal Motor Carrier Safety Administration (FMCSA) Carrier Ratings
<https://www.fmcsa.dot.gov>


United Motorcoach Association - Student Motorcoach Travel Safety Guide (includes Motorcoach Safety Checklist) www.uma.org/consumer/student-transportation/

Department of Defense's approved list of motor carriers
www.defensetravel.dod.mil/Docs/BusAgreementPOCs.pdf

CROSS REFS:

10/27/23	Preschool	Before School	BS Comparison 1.5 hours per day	After School	AS Comparison 3 hours per day	Comments
	Auburn Public Schools	\$6.00 day/1.5 hours	\$6.00	\$12.00 day/3 hours	\$12.00	\$25 reg fee
	Leicester Early Learning Center	\$12/DAY	\$12.00	\$25/DAY	\$25.00	
	Leicester Elementary School	\$8/1 hour	\$12.00	\$12/2.5 hours	\$14.40	
		5 - \$220.00 a month ● 4 - \$176.00 a month ● 3 - \$133.00 a month ● 2 - \$89.00 a month	\$12.22	5 - \$459.00 a month 4 - \$367.00 a month 3 - \$305.00 a month ● 2 - \$206.00 a month	\$25.50	
	Grafton/Kidsborough Provider	1 hour 15 minutes/ \$6 day	\$7.20	3 hours/\$12 day	\$12.00	No prorating/\$20 late fee
	Assumption Millbury			\$55.00 a week for 3 or more days or		\$10.00 registration fee each year
22/23 Rates	Millbury Elmwood	\$10 a day	\$10.00	\$18.00 a day	\$18.00	\$10.00 registration fee each year
22/23 Rates	Millbury Shaw	\$7 a day	\$7.00	\$60.00 a week for 3 or more days or	\$21.00	\$10.00 registration fee each year
		Average	\$9.49	Average	\$18.27	

Version 6 Auburn Public Schools 2024-2025 Draft School Calendar

AUBURN PUBLIC SCHOOLS							AUGUST/SEPTEMBER							OCTOBER						
Elizabeth Chamberland, Ed.D. Superintendent							Su	M	T	W	T	F	Sa	Su	M	T	W	T	F	Sa
Alan Keller Assistant Superintendent							25	26	27	28	29	30	31			1	2	3	4	5
5 West Street							1	2	3	4	5	6	7	6	7	8	9	10	11	12
Auburn, Massachusetts 01501							8	9	10	11	12	13	14	13	14	15	16	17	18	19
508-832-7755							15	16	17	18	19	20	21	20	21	22	23	24	25	26
https://www.auburn.k12.ma.us							22	23	24	25	26	27	28	27	28	29	30	31		
Auburn High School/Preschool							29	30						10/2 - Rosh Hashanah Begins						
99 Auburn Street - (508) 832-7711							8/26- Professional Development Day for Staff							10/11 - Yom Kippur Begins						
Auburn Middle School							8/27 - Professional Development Day for Staff							10/11 Half Day-Professional Dev. for staff						
9 West Street - (508) 832-7722							8/28 - First Day of School for Students							10/14- Indigenous Peoples' Day - No School						
Swanson Road Intermediate School							8/30 - No School													
10 Swanson Road - (508) 832-7744							9/2 - Labor Day- No School													
Bryn Mawr Elementary School																				
35 Swanson Road - (508) 832-7733																				
Pakachoag Elementary School																				
110 Pakachoag Street - (508) 832-7788																				
							22 students							22 students						
							24 teachers							22 Teachers						
NOVEMBER							DECEMBER							JANUARY						
Su	M	T	W	T	F	Sa	Su	M	T	W	T	F	Sa	Su	M	T	W	T	F	Sa
					1	2	1	2	3	4	5	6	7				H	2	3	4
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18
17	18	19	20	21	22	23	22	V	V	H	V	V	28	19	H	21	22	23	24	25
24	25	26	V	H	H	30	29	V	V					26	27	28	29	30	31	
11/5 Full Professional Development Day							12/25 - Hanukkah Begins							1/1 - New Year's Day - No School						
11/11 - Veterans Day Observed- No School							12/25 - Christmas							11/17/24 Half PD Day						
11/20 Parent Teacher Conferences							12/23 - 1/1 - Winter Recess							1/20 - Martin Luther King Day- No School						
11/27-11/29 - Thanksgiving Recess							12/26 - Kwanzaa Begins													
- End of Trimester 1-11/26/24																				
16 students														21 students						
17 teachers							15 students and teachers							21 teachers						
FEBRUARY							MARCH							APRIL						
Su	M	T	W	T	F	Sa	Su	M	T	W	T	F	Sa	Su	M	T	W	T	F	Sa
						1							1			1	2	3	4	5
2	3	4	5	6	7	8	2	3	4	5	6	7	8	6	7	8	9	10	11	12
9	10	11	12	13	14	15	9	10	11	12	13	14	15	13	14	15	16	17	18	19
16	H	V	V	V	V	22	16	17	18	19	20	21	22	20	H	V	V	V	V	26
23	24	25	26	27	28		23	24	25	26	27	28	29	27	28	29	30			
2/17 - President's Day - No School							30	31						4/12 - Passover Begins						
2/18 - 2/21 - February Vacation							- End of Trimester 2							4/20 - Easter Sunday						
							3/1 - Ramadan Begins							4/21 - Patriots' Day - No School						
							3/30 - Eid Al-Fitr							4/22 - 4/25 - April Vacation						
							3/20 Half PD 3/21 Full PD													
15 students and teachers							20 students							17 students and teachers						
							21 teachers													
MAY							JUNE							Color Key						
Su	M	T	W	T	F	Sa	Su	M	T	W	T	F	Sa		Holidays / Vacation					
				1	2	3	1	2	3	4	5	6	7		No School - Prof. Dev. for Staff					
4	5	6	7	8	9	10	8	9	10	11	12	13	14		1/2 Day - Students/ Prof. Dev. for Staff					
11	12	13	14	15	16	17	15	16	17	18	H	20	21		First Day of School					
18	19	20	21	22	23	24	22	23	24	25	26	27	28		1/2 Day - Last Day for Students & Staff					
25	H	27	28	29	30	31	29	30							Snow Days if Needed					
5/16 Half PD							6/16- Half Day- Last Day for Students & Staff							1/2 Day - Students & Staff						
5/26 - Memorial Day - No School							6/19 - Juneteenth Observed (no school if snow day)													
- AHS Graduation							Snow Days as Needed													
21 students and teachers							11 students and teachers													
																				
														Rigor. Relevance. Relationships.						



Rigor. Relevance. Relationships.

Approved by APS School Committee

