

AUBURN MIDDLE SCHOOL
Student Handbook
2021 ~ 2022



**9 West Street
Auburn, MA 01501
Telephone: 508-832-7722**

Statement of Non-Discrimination

The Auburn Public Schools do not discriminate against students, parents, employees, and the general public. All programs, activities, and employment opportunities are offered without regard to race, color, sex, religion, national origin, sexual orientation and disability. Persons with discrimination concerns and/or complaints should contact the following administrators:

Title VI of the Civil Rights Act of 1964 (Race, Color, or National Origin)

Dr. Elizabeth Chamberland – Assistant Superintendent

Title IX of the Education Amendments of 1972 (Sex Discrimination)

Dr. Elizabeth Chamberland – Assistant Superintendent

Section 504 of the Rehabilitation Act of 1973 (Disability Discrimination)

Dr. Elizabeth Chamberland – Assistant Superintendent

AUBURN MIDDLE SCHOOL
9 West Street
Auburn, Massachusetts 01501

Phone: (508) 832-7722

Fax: (508) 832-8655

MISSION STATEMENT

Auburn Middle School is a learning community committed to the academic, social, physical, and emotional needs of our students. We provide a broad range of opportunities designed to create individual student success in a challenging, supportive, and safe environment with a focus on ownership in learning.

VISION STATEMENT

All staff at Auburn Middle School believes that every student is capable of “Striving for Excellence”. It is our guiding principle that all students can learn. We see each child as an individual who pursues special talents. A child’s safety, well-being and learning are of prime importance to us. We strive each day to educate and prepare our students to become successful and responsible adults and to meet the challenges of an ever changing world.


AUBURN MIDDLE SCHOOL CORE VALUES

We believe in:

- **Student-Centered Decision Making**
- **High Expectations for All**
- **All Environments are Safe and Respectful**
- **Responding to Needs Based on Data**
- **Equitable Opportunities for All**
- **Dedicated to Continuous Improvement**

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AUGUST							SEPTEMBER							OCTOBER						
Su	M	T	W	T	F	Sa	Su	M	T	W	T	F	Sa	Su	M	T	W	T	F	Sa
1	2	3	4	5	6	7				1	2	3	4						1	2
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23
29	30	31					26	27	28	29	30			24	25	26	27	28	29	30
8/30 - 8/31 Professional Development Days							9/1 - First Day of School							10/11 - Columbus Day, No School						
 www.auburn.k12.ma.us							9/3 - No School							10/12 - Professional Development Day						
							9/6 - Labor Day, No School													
							9/6-9/7 - Rosh Hashanah													
							9/15-9/16 - Yom Kippur													
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	3	4	5	6				1	2	3	4							1
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29
														30						
11/4 - Diwali							12/1 - Trimester 1 Ends							1/1 - New Year's Day						
11/11 - Veterans Day Observed - No School							12/23 - Half Day for all students and staff							1/3 - Classes resume						
11/24 - Half Day for all students and staff							12/24 - Winter Recess Begins							1/14 - Professional Development Day						
11/25-11/26 - Thanksgiving Recess							12/25 - Christmas Day							1/17 - Martin Luther King Day - No School						
11/28 Hanukkah begins																				
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	2	3	4	5			1	2	3	4	5						1	2
6	7	8	9	10	11	12	6	7	8	9	10	11	12	3	4	5	6	7	8	9
13	14	15	16	17	18	19	13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28						27	28	29	30	31			24	25	26	27	28	29	30
2/21 - President's Day - No school							3/14 - Trimester II Ends							4/15 - Good Friday						
2/22-2/25 - February Vacation							3/14 - Professional Development Day							4/17 - Easter Sunday						
														4/18 - Patriot's Day - No school						
														4/19-4/22 - April Vacation						
MAY							JUNE							TELEPHONE NUMBERS						
Su	M	T	W	T	F	Sa	Su	M	T	W	T	F	Sa							
1	2	3	4	5	6	7				1	2	3	4	Auburn High/Preschool - 608-832-7711						
8	9	10	11	12	13	14	5	6	7	8	9	10	11	Auburn Middle School - 608-832-7722						
15	16	17	18	19	20	21	12	13	14	15	16	17	18	Swanson Road Intermediate - 608-832-7744						
22	23	24	25	26	27	28	19	20	21	22	23	24	25	Bryn Mawr School - 608-832-7733						
29	30	31					26	27	28	29	30			Pakachog School - 608-832-7788						
														Superintendent's Office - (608) 832-7755						
6/9 - Half Day for Students and Staff							6/10 - AHS Graduation							Holidays/Vacations						
5/12 Ed Ai-Fitr							6/16 - Last day for students (half day)							Professional Development Day						
6/30 - Memorial Day - No School							6/17 - Last day for teachers							NO SCHOOL FOR STUDENTS						
							6/20 - Juneteenth Observed							1/2 Day for Students and Staff						
							6/21-27 - Snow Days							First day of school						
														Last day of school = 1/2 day for students						
														Last day of school for teachers						
														Half-Day for Students only						
														Snow days if needed						

PART ONE: GENERAL INFORMATION

SCHOOL ADMINISTRATION

Superintendent

Casey Handfield, Ed. D.

Assistant Superintendent for Teaching, Learning and Curriculum

Elizabeth Chamberland, Ed.D

Auburn School Committee

George Scobie, Chairperson

Jessie Harrington, Vice Chairperson

Gail Holloway

Dorothy Kauffman

Meghan McCrillis

Business Manager

Mrs. Cecelia Wirzbicki

Director of Pupil Services

Mrs. Rosemary Reidy

Principal

Gregg J. Desto

Assistant Principal

Matthew B. Carlson

Guidance Counselors

Sherri-Ann Hughes Watson

Kim Sicurella

Karin Graves

School Nurse

Karin Sjogren

PART TWO: DAILY OPERATIONS

School Time and Schedule

School is in session daily from 7:40 am – 2:15 pm

- Students may not enter the building before 7:30 am and it is suggested they wear a mask upon entering.
- The nurse/office will provide an appropriate mask should students arrive without one.
- All students must report directly to their homeroom class at 7:40 where attendance will be taken.
- Any student arriving after this time must report to the Main Office. Students will be directed to the appropriate class from here.
- The first class of the day will begin at 7:54

Student Drop-Off

Parents who drive their children to school should enter the school parking lot on West Street and follow the arrows to the rear drop off area. Pull all the way forward in the parent drop off area before dropping your child off.

Visitors to the Office

We invite you to enter our building by the front door. The administrative secretary will greet you and ask you to remain in the vestibule. At this time, parent volunteers and visitors to the building are prohibited unless you have an appointment to speak with someone.

Cancellations and Delays

School cancellations and delayed openings will be broadcast over local radio stations:

WTAG -AM 580 WRKO -AM 680
WSRS -FM 96.1 WXLO -FM 104.5
WORC -AM 1310 WGFP -AM 940
WBZ -AM 1030

They will be announced on the following television stations:

Channel 4 (WBZ) Channel 5 (WCVB)
Channel 7 (WHDH) Channel 25 (Fox)

The School District also utilizes an automated calling system which alerts parents to cancellations, delays, and other important announcements. All parents will have the opportunity to provide information to be included in this system.

If there is a delayed opening of an hour or two, bus schedules will be delayed by the same amount of time. In the event of a delay, morning Kindergarten and Preschool will be cancelled. If for any reason we need to dismiss students early, every effort will be made to broadcast the information as soon as possible. As always, it is the parents' prerogative to decide whether they wish to send their child to school during days of inclement weather.

In the case of a two hour delay, students are allowed to enter the building at 9:15am.

Early Dismissal

Parents, please review with your child the procedures you want them to follow in case of an unexpected dismissal. There is always the potential of a heating failure, frozen water pipes, or some other such "emergency" that would require the school to dismiss students early. It is possible you may not hear the early dismissal announcement, so take some time with your child to develop an emergency plan. It may save a great deal of worry and concern later. Have the plan in place so we can all feel secure about safety precautions for our children. Thank you.

SAFETY during COVID-19: social distancing will be encouraged during an emergency situation but school personnel will follow all emergency protocols to keep the students as safe as possible.

Fire Drills/Evacuations

During a fire drill, students are to follow instructions from our teachers. Everyone must leave the building quickly and quietly according to the instructions posted on the front wall of each classroom. Students should report to their appropriate class location and stand quietly in a single line. In the event of a fire drill during passing between classes, the student should proceed outside and report to his/her last teacher before the alarm sounded. Any student who cannot find their teacher should report to a fire drill administrator for check in.

Hard and Soft Lockdown Drills

Periodically, the Auburn Safety Team will call for a “Hard” or “Soft” Lockdown Drill at school. No one is allowed “In” or “Out” of the building during these exercises.

Auburn Public schools uses the ALICE protocol in the case of a hard lockdown. All students grades 6-8 are trained in this protocol and will be given practical instruction annually in physical education class in conjunction with the Auburn Police Department.

PART THREE: ATTENDANCE POLICIES

The Auburn Public School District believes that a student’s presence, as well as his/her active participation in class, is critical to academic success. Regular school attendance is linked to higher graduation rates and lower drop-out rates. Students need to be in the classroom to benefit from teacher instruction and from interactions and exchanges of ideas with peers. According to Massachusetts General Law Chapter 76, Sec. 2 and chapter 76, Sec 4, parents/guardians are responsible for their child’s attendance, and that absences may not exceed 7 full-day sessions or 14 half-day sessions in any 6 month period (M.G.L C 76, S1.) A student who is not present for at least half of the day is considered absent (M.G.L C 72, S 8.) Parents do not have the option of keeping a student out of school for other than the excusable reasons. While there is no substitute for the direct instruction that students miss as a result of not being in attendance during the school day, the district understands that sometimes it is necessary for a parent/guardian to take their child out of school due to unavoidable circumstances. The following absences are defined as excused absences:

- Illness covered by a physician’s note
- COVID-19 absence due to a positive test or mandated quarantine
- Death in the family
- Observance of religious holidays
- Mandated court appearances

Extended illness should be reported to the school nurse. Any other absence would be considered unexcused and subject to review by a building administrator. Parents may be required to meet with the building administrator to discuss absences. Students must be in attendance before 11:10 or dismissed after 11:10 for attendance to count as a full day of school. The district requires parents/guardians to call their child’s school promptly if their child will be absent. When a student is absent and contact has not been made, the school will make reasonable efforts to notify the student’s parent/guardian. Therefore, it is important that parents/guardians provide their current contact information to ensure the proper notification can be made. If you have a change in address or telephone number, please provide this to the Main Office at your child’s school. In some cases, chronic absenteeism may also lead to academic failure and retention of the student.

****In the event of absence, please contact the school office (508) 832-7722 at AMS by 8:00 am. If the school is not notified, the nurse will call home or work to verify your child’s absence.***

Parents are expected to call the school in the event of his/her child’s absence.

The middle school Administration strongly discourages families from planning vacations that conflict with the regular school calendar. Absences due to vacations will be deemed unexcused.

Tardiness

A student is deemed tardy if they miss attendance in their first period class. When a student arrives late for school, regardless of time, he/she is expected to report to the office for a tardy slip. If a student is tardy to a class other than the first block class, the classroom teacher will discipline the student. (A student not in his/her classroom at the start of class is considered tardy.) A student who is tardy for more than 1/2 a class will be considered absent from the class. Students who are tardy to school or class more than 4 times in a trimester will be reported to the Assistant Principal.

Dismissals

A student may be dismissed only when a written request is received from a parent or legal guardian. He/she should bring the note to the office upon arriving at school. The note should include the date and the time of dismissal.

In the event of sudden illness, injury or other extenuating circumstance requiring dismissal during the school day, students can only be dismissed after the parent/guardian has spoken to the nurse and/or main office personnel. If a student contacts his/her parent/guardian via cell phone to request dismissal, we ask that parents/guardians please contact the nurse or the main office before coming to the school. Once at the school, parents/guardians will need to come to the office to sign their child out - this is the best way to ensure the safety of our students.

We understand that with hectic schedules it is sometimes necessary to schedule appointments during school time. We will continue to excuse dismissals of a medical nature as long as documentation of the appointment is supplied to the school. All other dismissals are considered unexcused.

Student attendance is very important. We ask that you make every effort to have your child in school on time and remain in school until 2:15 p.m. This will make it possible for us to ensure that your child is safe and to also guarantee that Auburn Middle School is providing him/her with the best possible education.

Anyone dismissing a student from school will need to present a valid ID and be on the student's list for pick up. Please add anyone to your list when your student returns the forms they bring home during the first week of school.

PART FOUR: ACADEMIC PROGRAMS AND REQUIREMENTS

Grade Point Equivalents

A+ =	97-100	C+ =	77-79
A =	93-96	C =	73-76
A- =	90-92	C- =	70-72
B+ =	87-89	D+ =	67-69
B =	83-86	D =	65-66
B- =	80-82	F =	0 - 64

Homework Policy

Auburn Middle School subscribes to the concept that homework is an integral part of the educational process in all disciplines. Students can maximize the learning process by reviewing lessons and completing homework assignments. The expectations of home study are department- and teacher-specific.

Teachers will collaborate with one another to ensure meaningful homework averages 60 minutes per night across the curriculum. With long-term planning, teachers, through discussion, will balance occasional projects.

No homework will be assigned during school vacations. For out-of-school vacations, students will not receive assigned work prior to, but will be responsible for completing missing work within a reasonable time frame.

During an illness, students are responsible for completing missing work within a reasonable time frame. For extenuating circumstances, time frames will be extended after discussions between teachers, parents/guardians, and students.

Assignments will be available using the Auburn Middle School online student information system.

Retention and Summer School

Students must pass all core courses in order to earn promotion to the next grade level. A student may attend summer school for the failure of up to two core courses. If a student attends summer school due to failure during the year, he/she must attend every day and earn a grade of 70 or above in order to be promoted to the next grade.

Students who fail multiple unified arts courses will be subject to review by the administration before promotion is recommended. Retention of a student will be at the discretion of the principal in consultation with the parent/guardian.

PART FIVE: STUDENT SERVICES

Health Services

Students have access to a range of health services including: physical examinations, hearing and visual screening, immunization status review, etc. The school nurse works in conjunction with the school physician. Students desiring the services of the nurse during the day must obtain teacher permission. Parents should call the nurse concerning health problems pertinent to their son or daughter.

Body Mass Index Measurement (BMI)

Massachusetts General Laws and Regulations (105 CMR 200.500), requires that students in grades 1, 4, 7, and 10 will have their height and weight measured and body mass index (BMI) calculated. Notification will be sent home to parents prior to this screening, and the results, which are strictly confidential, will be handed directly to a parent/guardian or mailed. **Parents may opt out of this screening by providing written notification to the school nurse prior to the screening.**

Medication Policy

1. At Auburn Middle School, the school nurse will supervise the administration of medication in school. The school nurse must be notified by the student and/or parent/guardian of the need for administration of medication in school. A permission slip is sent home to parent/guardian with the student, or if appropriate, mailed.
2. A medication order from a physician must be provided to the nurse. A telephone order by the physician must be followed within three days by a written order. A properly labeled pharmacy bottle may be used in place of a written physician's order if the medication is to be taken for less than ten school days.
3. The parent/guardian or responsible student may bring the medication to school in a properly labeled pharmacy bottle. All medications will be kept in a locked cabinet in the clinic.
4. The nurse reserves the right to refuse to give any medication where, in her judgment, she does not have adequate information to safely administer the medication.
5. If the student does not arrive at the clinic within 30 minutes of the time the medication is to be administered, a reasonable effort will be made to locate the student and administer the prescribed medication.
6. Documentation of the administration of medication will be made on a daily medication log.
7. Over-the-counter medications must be taken in the Nurse's Office. The student is responsible for bringing the medication in the original bottle or package, storing it in the locked closet in the clinic, and self-administering it as needed.
8. Parents should notify the school nurse of any hospitalization for illness or surgery. A note from the doctor will be necessary to return to school so that follow-up care can be provided as necessary.

Managing the care of students with athletic concussions – please see page 11 for more information regarding sports and concussions.

Guidance Services

Staff: Mrs. Sherri Watson, Guidance Department Head
Mrs. Kim Sicurella
Mrs. Karin Graves

Students may request to see their guidance counselor by leaving a note with the guidance secretary, requesting an appointment. Students may NOT go to the guidance counselor's office during school hours without a pass from the office.

PART SIX: STUDENT LIFE

At the beginning of the 2010/2011 school year, the Middle School introduced a district wide initiative called "Positive Behavior Intervention and Supports" or PBIS. The program "provides the framework for improving the social behavioral climate of the schools by supporting or enhancing the impact of academic instruction on achievement and increasing proactive (positive/preventive) management.

PBIS will:

- 1) Improve classroom and school climate
- 2) Integrate academic and behavior initiatives
- 3) Improve student support
- 4) Decrease reactive management
- 5) Maximize academic achievement*

Personal Responsibility Statement

It is the students' and parents' responsibility:

- To treat members of the school community with respect
- To help make the school a safe place for all
- To ensure proper care and security of all personal and school property
- To help keep the school a clean and pleasant place for everyone
- To express yourself in a manner that will not cause disruption, disturbance, or embarrassment to others
- To meet all of your academic obligations to the very best of your abilities
- To know and understand individual classroom and school-wide discipline policies and to avoid behaviors which would be deliberate violations of these behavioral expectations
- To inform school authorities about potential threats to school safety or security

Student Activities

Participation in the Auburn Middle School Interscholastic Athletic and Student Activity Program is a privilege available to all students. While physical skills and demonstrated ability are the primary consideration in determining team and club membership, it is also important to realize that a school must be represented by students who are responsible citizens, satisfactory scholars, and trained and conditioned participants willing to abide by prescribed regulations and standards. This privilege carries with it serious personal commitments and responsibilities to the school, faculty, student body and the Auburn community.

The Auburn student athlete is a highly motivated, well-mannered, neat in appearance, conscientious, and courteous individual. It is our intention not only to be competitive, but also to present an outstanding image of our school and student athletes to our opponents, our fans, our own students, as well as the students of other schools we compete against. We will, at all times, exhibit the highest form of sportsmanship, a symbol of Auburn's pride and commitment.

Extracurricular Activities

Students who attend Auburn Middle School are encouraged to participate in school activities. It has been found that the more students become involved with their school, the more successful they will become in school.

Art Club	Jazz Band
Band	Math Team
Boys Basketball	National Junior Honor Society
Boys Cross Country	Newspaper
Cheerleading	VEX Robotics
Field Hockey	Select Choir
Football	Ski Club
Girls Basketball	Student Council
Girls Cross Country	The Book Was Better
Great Books	Virtual Middle School
Ice Hockey	Young Engineers
Rockets to Rockets	NaNoWriMo
AMS Play	Intramural Sports
Games Club	Yearbook
Spanish Club	Lego Robotics

Code of Ethics for participation in extracurricular activities:

Students must demonstrate the following qualities:

Respect, responsibility, trustworthiness, fairness, caring, and citizenship. Students will also: take criticism willingly and accept recommendations graciously; consistently exemplify desirable qualities of behavior; uphold principles of morality and ethics; cooperate by complying with the AMS Code of Conduct; demonstrate the highest standards of honesty and reliability; regularly show courtesy, concern, and respect for others; exemplifies self-discipline; never discriminate nor harasses another student or staff member as defined in the Student Handbook.

Managing the Care of Students With Athletic Concussions

Research has estimated that 5-10% of high school or college contact sports athletes sustain a concussion each year. These estimates likely understate the true incidence of concussion. In one investigation over 50% of high school football athletes did not report their injury to a parent, coach, or medical professional. A concussion is an alteration of mental status resulting from the brain being jolted inside of the skull due to a blow to the head or body. Among the many symptoms associated with concussion, headache, dizziness, confusion, amnesia, nausea, and disorientation are commonly reported. Loss of consciousness however, only occurs in less than 10% of all injuries and is not an indicator of concussion severity. Also following the injury the athlete may experience other difficulties such as sensitivity to light and sound, forgetfulness, fatigue and emotional changes such as anxiety or depression.

Most athletes who sustain a concussion can fully recover as long as the brain had time to heal before sustaining another hit; but 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 of injury, the severity of 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. Research has shown that young concussed athletes that return to play too soon, 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. Therefore, we encourage the following care when an athlete sustains a concussion in a school-sponsored sporting event.

1. When the concussion occurs, the injured athlete should visit the local hospital emergency room or review their condition with their primary care physician to ensure there is not a need for emergency medical care.
2. Then a care team consisting of the student's primary care physician and parents, along with the athletic trainer, head coach and athletic director should monitor the symptoms of the injury.

Concussion is one of the most complex injuries faced by medical professional as the signs and symptoms are not always straightforward and the effects and severity of the injury can be difficult to determine. The injury occurs in absence of structural changes in brain tissue, generally making traditional neuro-diagnostic tests such as CT, MRI and EEG insensitive. Therefore, we encourage a third step in the concussion care process.

3. Engage the injured athlete in battery of tests that include a combination of self-report symptoms, balance, and neurocognitive testing. The combined assessment will provide a more sensitive and objective evaluation of the effects of the concussion that will help better determine when it is safe for the athlete to return to play.

Unexcused Absences/Suspensions

Students will **not** be allowed to participate in an extra-curricular activity on the same day they are absent from school and students must be in good academic standing. This applies to dances, athletic events, or any other school-sponsored event. Students who have been suspended from school are **not** permitted on school grounds for the duration of their suspension. Students who are suspended may not participate in any extracurricular activities for the duration of their suspension.

PART SEVEN: DISCIPLINE POLICIES

Code of Conduct

As it is impossible for any set of rules to make specific reference to all offenses, the principal has the discretion to interpret the following rules and to extend their application in a manner consistent with their intent. The principal has a legal duty to protect the safety of the student and staff personnel and to maintain good order. Therefore, the principal and those designated by him reserve the right to take such actions as may be necessary to accomplish these ends.

We expect every staff member to be treated with respect and dignity just as the student should receive the respect of the staff. It is imperative that the teacher be in charge of the class. Anything less would lead to a poor educational opportunity for all. A show of disrespect toward a staff member or insubordination on the part of the student will not be tolerated.

The Auburn Public Schools' Bullying Prevention and Intervention Plan is a comprehensive approach to addressing bullying and cyberbullying, and the district is committed to working with students, staff, families, law enforcement agencies, and the community to prevent issues of violence. In addition, this plan is intended to promote tolerance and respect for differences and to reaffirm the commitment of the citizens of our school community to basic human rights and dignity. Our plan has been approved by the Massachusetts Department of Elementary and Secondary Education, it meets the requirements of M.G.L. c.71, § 370 and is modeled after the Massachusetts Department of Elementary and Secondary Education's Model Plan for dealing with bullying behaviors in our schools. The plan includes strategies for identifying, reporting and responding to bullying behaviors. The complete plan can be found on our website at www.auburn.k12.ma.us in the 'parents' tab located in the top navigation bar. A hard copy can be requested from the school. Questions should be directed to the building principal.

Students must be allowed to learn and teachers must be allowed to teach. If a student interferes with this process, he/she is considered to have a discipline problem, and measures will be taken to correct the situation.

STUDENTS ARE REMINDED THAT ALL STAFF MEMBERS ARE EMPOWERED TO ENFORCE ALL SCHOOL RULES AND REGULATIONS. TEACHERS MAY CHOOSE THE OPTION OF ASSIGNING THEIR OWN PERSONAL DETENTIONS TO BE SERVED AFTER SCHOOL IF A STUDENT VIOLATES A SCHOOL OR CLASS RULE; BUT MAY CHOOSE OFFICE REFERRAL INSTEAD. THE RULES THAT FOLLOW ARE MEANT TO FOSTER A SAFE, NURTURING EDUCATIONAL ENVIRONMENT. VIOLATION OF THE MANAGEMENT CODE IS CONSIDERED A DISRUPTION OF THE SCHOOL COMMUNITY. FOR ANY VIOLATIONS OF MASSACHUSETTS STATE LAWS, POLICE MAY BE NOTIFIED AT THE DISCRETION OF THE MIDDLE SCHOOL ADMINISTRATION.

The word “**in school suspension**” means a student will be kept in school separated from the general population all day. He/she will be required to finish work assigned by the teachers in order to obtain an “Exit Ticket”.

The word “**detention**” means a student will be kept in school during free time or after school.

The word “**suspension**” is the occasion whereby a student is not allowed in school, on school property, or at any school sponsored activity during. The principal, or his/her designee, sets the duration of a suspension. A suspension is considered an unexcused absence.

The word “**expulsion**” as defined is the occasion whereby a student has been permanently banned from school, including school property and any school – sponsored activity for a period of (1) one year. After (1) one year, a student may apply for rescission of the expulsion.

The word “**exclusion**” as defined is the non-admission, omission or keeping out of a school activity.

In accordance with state law and current educational best practices, Auburn Middle School will make every effort to discipline students in a manner that enables them to continue the education process with as little disruption as possible. Therefore, we will always attempt to avoid out of school suspensions and exclusion from school / school activities. However, in cases where a student's presence in school creates a dangerous or consistently disruptive environment for other students, the above described consequences must be utilized.

General Infractions

Tardy (to school) *Students are allowed 3 excused (parental notification to school) tardies per trimester. When a student accumulates more than (3) tardies per trimester, he/she may be subject to disciplinary action.*

Failure to Report to Main Office (Tardy to School, Disciplinary Referral) *will be subject to disciplinary action.*

Tardy (to class) Individual teachers will set penalty

Misconduct *(Class, Assembly, Cafeteria, Corridors, or on AMS Campus or other Auburn Public School Event)*

- 1st Office Referral Minimum 1 detention
- 2nd Office Referral up to 2 detentions
- 3rd Office Referral up to 3 detentions and parent conference with contract

Class Cut (Class, Homeroom, Study Hall or Teacher Detention, Leaving Assigned Area)

- 1st Offense Minimum 1 detention
- 2nd Offense up to 2 detentions
- 3rd Offense up to 3 detentions and parent conference with contract

Truancy (Cutting 3 or more classes per day or leaving campus during school day)

- 1st Offense up to 3 detentions
- 2nd Offense up to 1 day in school suspension
- 3rd Offense up to 3 day in school suspension and parent conference with contract

Forgery (Notes, Passes, Personal Identification, or Refusal to Identify Oneself to Staff)

- 1st Offense up to 3 detentions
- 2nd Offense up to 1 day suspension
- 3rd Offense up to 3 day suspension and parent conference with contract

School Damage (unintentional) - Clean up and repair or replace

Removal from class due to disruptive behavior – 1 detention (pending teacher referral may result in more)

Loitering in Bathroom Areas (Congregating in bathroom for purposes unrelated to use of bathroom facilities)

- 1st Offense 1 detentions
- 2nd Offense up to 2 detentions
- 3rd Offense up to 3 detentions and parent conference with contract

Consuming Food and/or Beverage Outside of the Cafeteria

- 1st Office Referral Minimum 1 detention
- 2nd Office Referral up to 2 detentions
- 3rd Office Referral up to 3 detentions and parent conference with contract

Smoking, Tobacco Use, Possession or Distribution of Tobacco Products

(In building, On field trips, During outdoor class, At school sponsored activities, Or on Auburn Middle School grounds)

- 1st Offense 3 day suspension
- 2nd Offense 5 day suspension
- 3rd Offense 10 day suspension and parent conference

***Possession of E-cigarettes (Hookah or Shisha pens) or any other paraphernalia is prohibited at Auburn Middle School building and grounds as is any device that produces smoke or vapor.**

Cut Teacher Detention

- 1st Offense 1 detention
- 2nd Offense up to 2 detentions
- 3rd Offense up to 3 detentions and parent meeting with contract

Electronic Devices

(Examples include but not limited to: Cell Phones, Cameras, etc.) - 1 detention per offense

The use of electronic devices is prohibited during school hours. Texting, sexting, or any unauthorized electronic communication is strictly prohibited and can be a suspendable event. Displaying the device in plain view shall be construed as use and confiscated by teacher. The device will be held in the office and returned to a parent. Auburn Middle School is not responsible for lost or stolen items. Students attending Auburn Middle School cannot be photographed by an electronic device or camera without the expressed written consent of the student's parents. Faculty members or school employees at Auburn Middle School cannot be photographed by an electronic device or camera without their written consent. Transmitting an image of an Auburn Middle School faculty member or student via the internet can be consequence by an in-school suspension or out of school suspension depending upon the severity or occurrences. Administrators at Auburn Middle School may confiscate any electronic device if there is reason to believe that it contains evidence of a crime. Parents/Guardians as well as law enforcement will/may be contacted.

Gambling (*Students are reminded that any unsanctioned game of chance involving an exchange of money/property shall be considered inappropriate behavior. Since gambling is regulated by law, and is a violation of the statutes of the Commonwealth, it cannot be condoned in a public educational institution.*) Students should be aware of the following consequences if they have been found guilty of gambling:

- 1st Offense up to 1 day suspension
- 2nd Offense up to 3 day suspension
- 3rd Offense up to 5 day suspension with parent meeting and contract

Disrespect to Staff/ Insubordination

- 1st Offense up to 3 day suspension
- 2nd Offense up to 5 day suspension
- 3rd Offense up to 10 day suspension with parent meeting and contract

Vandalism, Destruction of School or Another Student's Property

Each Offense: Up to a 3 day suspension with restitution and parent conference

Theft

- 1st Offense up to 1 day suspension
- 2nd Offense up to 3 day suspension
- 3rd Offense up to 5 day suspension with parent meeting and contract

Fighting

- 1st Offense: Up to a 3 day suspension and parent conference
- 2nd Offense: Up to 5 day suspension and parent conference
- 3rd Offense: Up to 10 day suspension and parent conference

Excessive Horseplay/Endangerment to Others

Each Offense: Minimum 1 day suspension and parent conference

***THE FOLLOWING INFRACTIONS WILL RESULT IN SUSPENSION AND COULD LEAD TO EXCLUSION DEPENDING ON FREQUENCY, SEVERITY, AND INTENT.**

Fireworks (*Possession, Use, or Sale*)

Each Offense: Minimum 1 day suspension and parent conference up to an expulsion

Pulling Fire Alarms or Tampering with Fire Equipment (Alarm Covers, Extinguishers, etc.)

Each Offense: Minimum 5 day suspension (reported to the Auburn Police Department)

Setting Fires

Each Offense Minimum 10 day suspension (also reported to the Auburn Fire Department) and may lead to expulsion if charged with felony.

Bomb Threats (*No student shall communicate or cause to communicate any information in any form whatsoever that a bomb or any type of explosive device is located in or on any building or property under the control of the Auburn Public Schools or is at any sponsored event, including but not limited to transportation provided by the Auburn Public Schools either directly or by contracted services.*)

Each Offense: Minimum 10 day suspension and expulsion hearing

Assault On Student

- 1st Offense: Minimum 5 day suspension and parent conference up to an expulsion, , if charged with a felony.
- 2nd Offense: Minimum 10 day suspension up to an expulsion, if charged with a felony.

Assault (On School Personnel, Verbal or Physical)

Each Offense: minimum 5 day suspension up to exclusion.

Weapons (*Possession of any object that could be used to injure another.*)

Each Offense Minimum 10 day suspension and parent conference up to an expulsion hearing

Discrimination *(Incidents against others for their ethnicity, race, religion, sexual orientation, gender, etc.)*

- 1st Offense: Up to a 3 day suspension and parent conference
2nd Offense: Up to 5 day suspension and parent conference
3rd Offense: Up to 10 day suspension and parent conference

Harassment *(Oral, written, graphic, electronic, or physical conduct on school property or at school-related activities relating to an individual's actual or perceived race, color, National origin, ethnicity, religion, sex, sexual orientation, age, or disability, that is sufficiently severe, pervasive, or persistent so as to interfere with or limit a student's ability to participate in or benefit from the middle school's programs or activities by creating a hostile, humiliating, intimidating, or offensive educational or work environment. Typically a pattern of behavior constitutes harassment, however a single event, depending on severity, may create a hostile environment.)*

- 1st Offense Minimum 1 day suspension and parent conference
2nd Offense Minimum 3 day suspension and parent conference
3rd Offense Minimum 5 day suspension and parent conference

Hazing *(Any activities viewed as initiation or rite of passage, which is potentially dangerous or abusive, will not be tolerated)*

Each Offense Minimum 1 day suspension and parent conference

Bullying *(Any overt act by a student or groups of students against another student with the intent to ridicule, humiliate or intimidate the other student while on school grounds or at a school sponsored activity, which acts are repeated against the same student over time.)*

- 1st Offense: Up to 3 day suspension and parent conference
2nd Offense: Up to 5 day suspension and parent conference
3rd Offense: Up to 10 day suspension and parent conference

Inappropriate use of iPad/Email

At the discretion of the administration appropriate consequences will be imposed for each infraction. Consequences could range from a warning to loss of privilege to suspension depending on the severity of the action

Substance Abuse of Alcohol/Illegal Drugs *(Possession, being under the influence, sale or distribution of illegal, prescription or over the counter medications at school or at school-related activities)*

Each Offense: Minimum 10 day suspension and expulsion hearing with principal

Behavior expectations in the cafeteria and at lunch

- *Students are to wait in line for the purchase of food and beverages and not cut in front of others.*
- *All food must be eaten at tables.*
- *Good Manners should be used at all times.*
- *Students are not permitted to leave the cafeteria for lunch.*
- *Students are expected to take trays, dishes, bottles and papers to the disposal and recycling bins and to leave their tables clean of any trash or debris.*
- *Students are to remain in the cafeteria until dismissed by the administrator or teacher in charge.*
- *Violation of cafeteria policy will result in detention or suspension.*

General Disruption of School Assembly *Any activity that disrupts school including, but not limited to, any verbal or written abuse of student, teacher, administrator, or other school personnel, and is not listed on the Student Management Code may be punished with detentions, out-of school suspension up to expulsion at the discretion of the principal or his designee.*

Student Discipline Issues and Appeals

When there is a question or concern regarding students and discipline issues, the Assistant Principal should be contacted first. If there is still an unresolved issue, parents can contact the Principal for a meeting. Students have the right to appeal imposed consequences to the next higher level of administration. If the matter is still not resolved, he/she may appeal to the office of the Superintendent of Schools.

THE ASSISTANT PRINCIPAL WILL MAKE EVERY EFFORT TO NOTIFY PARENTS BY TELEPHONE OR EMAIL OF A STUDENT'S SUSPENSION. ALL SUSPENSIONS ARE CONFIRMED BY LETTER AS SOON AS POSSIBLE AFTER THE PENALTY IS IMPOSED. ALL MEMBERS OF OUR SCHOOL COMMUNITY ARE SUBJECT TO BOTH THE LAWS OF THE COMMONWEALTH AND TOWN

ORDINANCES, OUR SCHOOL WILL REPORT ACTS WHICH MAY VIOLATE THE LAW TO THE POLICE, AS APPROPRIATE, AND TO THE STATE DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION.

STUDENT MANAGEMENT ISSUES THAT REQUIRE DETAILED EXPLANATION / IMPORTANT POLICIES

After School and Evening Activities

Our school social activities and events are solely for Auburn Middle School students. The rules regarding conduct (including the drug and alcohol policy) stated in the handbook also apply to all after-school and evening activities.

Once a student enters the building for an evening social activity, he/she cannot leave and then return to the activity. No one may enter the social activity more than one hour after it has begun.

Special activities at the school usually end no later than 9:30 p.m. Tickets are sold in advance. Students are not permitted to invite guests to attend school events.

Students **MUST** have attended school that day to participate in any after school activity.

Bus Transportation: Rules and Regulations

1. Only students with a valid bus pass will be allowed to ride on the school bus to and from school. Bus passes will be issued at the Superintendent's office at 5 West Street.
2. It is a privilege to ride the bus to school. If you are not well behaved and courteous or if you endanger the health and safety of other students, this privilege may be taken away from you. Students may be subject to disciplinary action for behavior occurring during bus time if there was an intrinsic connection between what occurred during the school day and the off-campus misconduct.
3. For the safety of our students, please be advised that all district buses are equipped with audio and video surveillance equipment that is regularly reviewed.

The Following Rules of Behavior Are For Your Safety

1. AMS' code of conduct must be followed on your way to and from school. Failure to observe the rules or creating a dangerous situation will not be tolerated and appropriate consequences will be imposed to deter further misbehavior.
2. Remain well back from the roadway while awaiting the arrival of the bus. Refrain from throwing things or playing at a bus stop.
3. Students shall enter the bus in an orderly fashion and go directly to a seat and remain seated until the destination is reached.
4. There shall be no littering or defacing of buses.
5. No shouting, vulgar language, roughhousing or throwing things in or out of the bus.
6. Students shall keep their hands, arms and heads inside the bus. No standing on school buses while the bus is in motion.
7. Students shall be picked up and unloaded only at regularly scheduled stops.
8. All articles such as athletic equipment, books, instruments, etc. must be kept out of the aisles.
9. **PLEASE NOTE:** The emergency door must be used for emergencies only. Do not touch safety equipment on the bus.
10. It is essential that each student cooperate with the bus driver for the safety of all concerned.
11. Smoking is not permitted at any time on the bus.
12. Eating food on the bus is not permitted.
13. Alcohol or drug use is not permitted on a school bus.
14. Chapter 70, section 7B of the General Laws of Massachusetts states: "No person shall smoke or consume alcoholic beverages on a school bus while such bus is being used to transport school children."

All students will be eligible to sign up for bus transportation. However, all students who live two miles or less from the school they attend, and all students in grades 7 through 12, regardless of where they live, must pay the transportation fee which is currently set at \$100.00 for each student, subject to a family cap of \$250.00 per family, in order to ride the bus to and from school. The transportation fee can be waived for students who are eligible for free lunch or who have a transportation requirement in the Special Education Individual Education Plan. Please contact the Office of the Superintendent if you believe that you may qualify for this waiver.

Behavior at Sporting Events

We are deeply committed to the highest standards of sportsmanship for both our athletes and fans. While we encourage spirited support for our athletic teams there will be no negative comments or cheers directed at the opposing team or their fans. We must be gracious in winning, dignified in defeat, and always hospitable to visiting schools.

AMS has enjoyed a wonderful reputation both for the caliber of our play and the quality of our sportsmanship. We must uphold this fine tradition and be worthy of the enormous investment that our community has made in our middle school. Violators of the Auburn Middle School Code of Conduct as listed in the AMS Student Handbook may be subject to suspension from athletic contests for a time to be determined by the AMS administration.

Dress Code

It is expected that students will be properly attired at all times while in school. The following guidelines must be adhered to by all students attending Auburn Middle School:

- Brief or revealing clothing is not acceptable;
- Clothing that presents as a potential safety or health hazard is unacceptable;
- Clothing and accessories which promote drugs, alcohol, tobacco, violence, profanity, and gang affiliation will not be allowed;
- Footwear will be worn at all times for health and safety reasons;
- Clothing with statements or pictures of a suggestive nature should not be worn. Hats or any head apparel and/or sunglasses are not allowed while school is in session;
- Coats and hats may not be carried in the building between the start of first period and the end of the school day;
- Students may wear hooded sweatshirts, however, the hood may not be on one's head;
- Shorts and skirts may be worn to school, but must be appropriate in length (at least mid-thigh);
- Tank tops, half shirts, or any tops with straps less than 2" wide are not permitted.
- Pants are to be worn at waist/hip level so as not to expose under-garments.
- Backpacks should be stored in lockers during the school day.

Dance Policy

All dances are held exclusively for Auburn Middle School students unless otherwise advertised. Any person leaving the dance may not return.

Any students who are in violation of the dress code will be asked to alter their appearance to be in compliance with school procedure. Parents will be notified when an infraction occurs. A student who refuses to alter his/her appearance will be suspended from school for a minimum of one (1) day.

Students **MUST** have attended school that day to attend school sponsored dances.

Displaying Affection

Public displays of affection represent inappropriate behaviors that have no place in our school. Violators will be reminded once and then face consequences for insubordinate behavior. While we will do everything possible to avoid student embarrassment, this issue must be addressed. Penalties will range from detention to suspension depending on the nature, severity, and frequency of event.

Field Trips / Class Trips

Field trips / Class Trips are considered to be a valuable part of the educational program and shall be planned as an educational experience. It shall be preceded by an in-class orientation session and followed by a discussion and evaluation of the experience.

Permission to take a class on a field trip / class trip shall be secured from the building principal prior to making arrangements for the field trip. All out-of-state field trips/class trips require approval from the Superintendent and School Committee.

Any student who goes on a field trip/class trip sponsored by the school is a representative of Auburn Middle School, and his/her behavior reflects on the entire student body. Therefore, respectable behavior is expected at all times, and all school regulations must be followed.

A permission slip, signed by a parent, is required before any student is allowed to go on a trip sponsored by the school.

The principal, assistant principal, or his/her designee, reserves the right to exclude a student from participating in any field trip/class trip up to the beginning of the trip and throughout the duration of the trip if a student's behavior poses a threat to others, or if a student's discipline record indicates the student may pose a threat to the safety and enjoyment of the trip by others in attendance. A student's behavior inside and outside of school will be considered in allowing/excluding student attendance on a field / class trip.

Probation and Loss of Privileges

The Principal may place a student on social probation and/or revoke privileges entirely, for conduct judged to be seriously detrimental to the best interests and good order of the school.

Loss of privileges may take the form of restriction from attendance at school-sponsored events held after school, such as tournaments, plays, dances, concerts, etc., or exclusion from participation in extracurricular school activities such as athletics, plays, dances, wherever held, or a combination thereof.

The Principal shall make the loss of privileges or probation specific as to length of time and to the nature of the restriction or exclusion. This notification shall be in writing.

Student Concerns Regarding Class Work

When there is a question or concern regarding students and class work, it is important that parents contact the individual teacher to discuss the situation as soon as possible. If there is no resolution at the teacher/parent level, the parents should contact the department head to discuss the situation. If an issue is still unresolved after discussing it at the departmental level, parents are urged to contact the assistant principal/principal to discuss the situation. The principal's decision is final.

Student Lockers

Lockers are the property of the school, loaned to students for their convenience. Therefore lockers may be searched for any reason. Students should have no expectation of the contents of their lockers being private. Lockers should not be banged, kicked, defaced, or otherwise damaged. Locker decorations must not be offensive or adhesive. Students should go to their lockers only during passing times. Students are reminded not to be victimized by acts of vandalism. Lockers should be locked at all times using locks that we provide. Students are NOT allowed to bring their own locks to school. All unauthorized locks will be cut off by the custodial staff at night. Be proactive and protect your valuables. Do not bring valuable articles to school. Auburn Middle School is NOT responsible for loss of stolen articles.

K-9 Units

At the discretion of the principal or his/her designee, the Auburn Police Department or other law enforcement agency K-9 units may be deployed to assist school personnel in safety training exercises or in situations where contraband is suspected to be located on school grounds. Contraband includes, but is not limited to, illegal narcotics, ammunition and explosive materials.

Use of Elevator

Students who need the elevator for transportation due to injury or other circumstance must get permission from the main office or the school nurse. At no time are students to be riding the elevator without permission. Failure to do so may result in detention or suspension.

Plagiarism (Penalties here cover episodes of cheating as well)

Plagiarism represents a serious form of dishonesty. Our teachers feel that it is important for you to know what plagiarism is so that you will be able to avoid it in your schoolwork. Plagiarism is the copying and/or using of the ideas, the opinions, the information, and the words of another person without acknowledging that the material is not your own. Plagiarism is deception because it leads others to believe that what you have written is your own. It is also stealing because it is using the product of someone else's work without giving the writer credit for the work.

Student Searches

A student may be searched by the Principal or Assistant Principal whenever there is reasonable suspicion that the student is, or has been, in possession of contraband or materials indicating a violation of the discipline code or the law or where the student has violated or is violating either the discipline code or the law. The search itself will be conducted in a reasonable manner.

Skateboards

Skateboards are not permitted for use during the school day. Detentions will be assigned for violations through suspension.

Thefts

The school is not responsible for the loss of money or valuables. Students who bring valuables, or large amounts of money (this being more money than is necessary to see the student through the course of the school day) on special occasions are required to leave such in the office before school and to pick up after school. The school strongly urges that no valuables or large amounts of money be brought to the school. Any theft should be immediately reported to the office.

PRINCIPAL'S DISCRETION

In every case of student misconduct for which suspension may be imposed, the principal, or his/her designee, shall exercise discretion in deciding the consequence for the offense. The principal shall consider ways to re-engage the student in learning and shall attempt to avoid long term suspension as a consequence until alternatives have been tried. These alternatives may include the use of evidence-based strategies and programs such as mediation, conflict resolution, restorative justice, and positive behavioral interventions and supports.

PROCEDURES FOR SHORT-TERM SUSPENSION

(Exclusion of a student from school premises and regular classroom activities for a specified period of not more than ten school days.)

The principal, or his/her designee, may suspend students on a short-term basis. Unless a student poses a danger to persons or property, substantially and materially disrupts the order of school, possesses a firearm, controlled substance, or assaults a school staff member, the student will receive the following prior to a short-term suspension:

1. Oral and written notice of the charges in English and the primary language of the home if other than English. This notice shall include:
 1. The disciplinary offense.
 2. The basis for the charge.
 3. The potential consequences, including the potential length of the suspension.
 4. The opportunity to have a hearing with the principal and the parent concerning the proposed suspension, including the opportunity to dispute the charges and to present the student's explanation of the alleged incident.
 5. The date, time, and location of the hearing.
 6. The right of the parent and student to interpreter services at the hearing; and
 7. If the student may be placed on a long-term suspension following the hearing with the principal:
 1. The rights set forth under the "Procedures for Long-Term Suspension"; and
 2. The right to appeal the principal's decision to the superintendent.
2. At the hearing, if the student and/or parent elects to attend, the student shall have the opportunity to present his/her version of the relevant facts and any mitigating circumstances. The principal shall make reasonable efforts to notify the parent orally of the opportunity to attend the hearing. To conduct the hearing without the parent, the principal must be able to document reasonable efforts to include the parent. The principal is presumed to have made reasonable efforts if the principal sent written notice and has documented at least two (2) attempts to contact the parent in the manner specified by the parent for emergency notification.
3. Based on the available information, the principal shall decide as to whether the student committed the disciplinary offenses and what remedy shall be imposed. The principal shall notice the student and parent in writing of his/her decision, the reasons for it, and, if applicable, the type and duration of the suspension and the opportunity to make up assignments and other academic work.
4. If the student is in a public preschool program or in grades K through 3, the principal shall send a copy of the written determination to the superintendent and explain the reasons for imposing an out-of-school suspension, before the suspension takes effect.

PROCEDURES FOR EMERGENCY REMOVAL

If the student's continued presence poses a danger to persons or property, or materially and substantially disrupts the order of the school and, in the principal's judgment, there is no alternative available to alleviate the danger or

disruption, the principal shall temporarily remove the student from the school. This temporary removal shall not exceed two (2) days following the day of the emergency removal and the superintendent shall be immediately notified of the removal. Additionally, the principal shall make immediate and reasonable efforts to orally notify the student and student's parent of the emergency removal, the reason for the emergency removal, and the other information required in a short-term suspension notification. The short-term suspension notice shall be provided in writing to the student and parent. The opportunity for a hearing with the principal shall occur within two (2) school days, unless otherwise extended by the school and parent. A decision regarding the student's continued suspension or other removal shall be rendered the same as the hearing and written notice shall be provided the following school day. This written notice shall include all the information required based on the type of discipline imposed (short-term suspension, in-school suspension, long-term suspension, or expulsion). The principal will ensure adequate provisions have been made for the student's safety and transportation.

The principal may also remove a student from privileges, such as extracurricular activities and attendance at school-sponsored events, based on a student's misconduct. This type of removal is not subject to the procedures for suspension and expulsion outlined in this policy.

PROCEDURES FOR AN IN-SCHOOL SUSPENSION

An in-school suspension may be used as an alternative to short-term suspension for disciplinary events. An in-school suspension means the removal of a student from regular classroom activities, but not from the school premises, for no more than ten (10) consecutive school days, or no more than ten (10) school days cumulatively for multiple infractions in one school year.

If the principal chooses this alternative, the principal shall inform the student of the disciplinary offense charged and the basis for that charge and provide the student an opportunity to dispute the charge and explain the circumstances surrounding the charge. If an in-school suspension is issued, the principal shall make reasonable efforts to notify the parent orally of the disciplinary offense, the reasons for concluding that the student committed the offense, and the length of the in-school suspension.

The principal shall also invite the parent to a meeting to discuss the student's academic performance and behavior, strategies for student engagement, and possible responses to the behavior. This meeting shall be scheduled on the day of the suspension, if possible, or as soon as possible thereafter. The principal shall also send written notice to the student and parent about the in-school suspension, including the reason and length of the in-school suspension, and inviting the parent to the above described meeting, if such a meeting has not already occurred.

PROCEDURES FOR LONG-TERM SUSPENSION

(Exclusion of a student from school premises and regular classroom activities for more than ten school days.)

The principal, or his/her designee, may issue long-term suspensions at the building level. The principal may also issue expulsions for the offenses set forth in M.G.L. c. 71, §37H and §37H½.

1. In the event of a long term suspension or expulsion, the student will be provided oral and written notice of the charges in English and the primary language of the home if other than English. This notice shall include:
 - i. The disciplinary offense.
 - ii. The basis for the charge.
 - iii. The potential consequences, including the potential length of the suspension.
 - iv. The opportunity to have a hearing with the principal and the parent concerning the proposed suspension, including the opportunity to dispute the charges and to present the student's explanation of the alleged incident.
 - v. The date, time, and location of the hearing; and
 - vi. The right of the parent and student to interpreter services at the hearing.
1. The principal shall make reasonable efforts to notify the parent orally of the opportunity to attend the hearing. To conduct the hearing without the parent, the principal must be able to document reasonable efforts to include the parent. The principal is presumed to have made reasonable efforts if the principal sent written notice and has documented at least two (2) attempts to contact the parent in the manner specified by the parent for emergency notification.
1. In advance of the hearing, the student shall have the right to review the student's record and the documents upon which the principal may rely in deciding to suspend the student.

1. The student shall also have the right to be represented by counsel or a lay person at the choice and expense of the student/parent.

1. At the hearing, if the student and/or parent elects to attend, the student shall have the opportunity to present his/her version of the relevant facts and any mitigating circumstances. The student shall also have the right to produce witnesses and the right to cross-examine witnesses presented by the school. The student may request that the hearing be audio recorded by the principal and may request a copy of the recording. All parties must be made aware that the hearing is recorded in advance of the hearing.

1. The parent, if present, shall have the opportunity to discuss the student's conduct and other information, including mitigating circumstances, that the principal should consider in determining consequences for the student.

1. The principal shall decide as to whether the student committed the disciplinary offences and what consequences shall be imposed. The principal shall notice the student and parent in writing of his/her decision, including the following information:

i. The disciplinary offence, the date on which the hearing took place, and the participants in the hearing.

ii. The key facts and conclusions reached by the principal.

iii. The length and effective date of the suspension and the date of return to school.

iv. The notice the student's opportunity to receive education services to make academic progress during the suspension.

v. The student's right to appeal the principal's decision to the superintendent or his/her designee if a long-term suspension has been imposed. This notice of appeal shall include the process for appealing the decision, which requires the parent or student to file a written notice of appeal with the superintendent within five (5) calendar days of the effective date of the long-term suspension.

a. The superintendent shall hold the hearing within three (3) school days of the student's request unless an extension is mutually agreed to.

b. The superintendent shall make a good-faith effort to include the parent in the hearing.

c. The hearing shall be conducted to determine whether the student committed the disciplinary offense and, if so, what the consequence shall be. The hearing shall be audio recorded and a copy of the recording shall be provided to the student or parent upon request.

d. All the same rights as are afforded in the above long-term suspension principal's hearing shall apply to the student in a superintendent's hearing.

e. The superintendent shall issue a written decision within five (5) calendar days of the hearing. If the superintendent determines that the student committed the disciplinary offense, the superintendent may impose the same or lesser consequence than the principal.

f. The decision of the superintendent shall be the final decision of the school district.

ii. If the student is in grades K-3, the principal shall send a copy of the written determination to the superintendent and explain the reasons for the suspension before the suspension takes effect.

EXPULSION

Expulsion is the removal of a student from the school premises, regular classroom activities, and school activities for more than ninety (90) days, indefinitely, or permanently. Conduct that may lead to expulsion includes but is not limited to possession of a dangerous weapon, assault on school personnel or upon other students, possession of a controlled substance, and certain criminal convictions and charges. See also, the Policies and Laws Relating to Student Conduct section of the handbook. Procedures associated with expulsion are set forth under the Procedures for Expulsion section of the handbook.

ADDITIONAL PROCEDURAL PROTECTIONS FOR SPECIAL EDUCATION STUDENTS

In general, special education students may be excluded from their programs for up to ten school days per school year just as any other student. However, when the district seeks to exclude a special education student from his/her program for more than ten school days in the school year, the student's special education Team must first determine whether the student's behavior was caused by or was directly and substantially related to his/her disability or whether the conduct in question was the direct result of the district's failure to implement the student's IEP (a "manifestation determination"). If the Team determines that the behavior was a manifestation of his/her disability or was caused by a failure to implement the IEP, it must conduct a functional behavioral assessment and develop a behavior plan (or review and modify an existing plan, if necessary), and return the student to his/her current program, unless the student's parents and the district agree to a change in placement.

If the Team determines the behavior was not caused by, or directly and substantially related to the student's disability or failure to implement the IEP, the school may discipline the student according to the school's code of student conduct, except that during the period of suspension or expulsion, the district must continue to provide the student

with a free appropriate public education (FAPE) and, if appropriate, conduct a functional behavior assessment and provide intervention services and modifications to prevent the conduct from recurring. If the conduct involves weapons, drugs, or serious bodily injury, a special education student may be removed to an interim alternative educational placement for up to 45 school days regardless of the behavior's relationship to his/her disability.

POSSESSION OF WEAPONS OR CONTROLLED SUBSTANCES
ASSAULT OF EDUCATIONAL PERSONNEL
M.G.L., c. 71, §37H

Massachusetts General Law Ch. 71, §37H authorizes the principal to expel students as follows:

1. Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife; or a controlled substance as defined in Chapter Ninety-Four C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.
2. Any student who assaults a principal, assistant principal, teacher, teacher's aide or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal.
3. Any student who is charged with a violation of either paragraph (1) or (2) shall be notified in writing of an opportunity for a hearing; provided, however that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal.
After said hearing, a principal may, at his discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (1) or (2).
4. Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the superintendent of his appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.
5. Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion, under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student in an education service plan, under section 21 of chapter 76.
6. Districts shall report to the department of elementary and secondary education the specific reasons for all suspensions and expulsions, regardless of duration or type, in a manner and form established by the commissioner. The department of elementary and secondary education shall use its existing data collection tools to obtain this information from districts and shall modify those tools, as necessary, to obtain the information. On an annual basis, the department of elementary and secondary education shall make district level de-identified data and analysis, including the total number of days each student is excluded during the school year, available to the public online in a machine readable format. This report shall include district level data disaggregated by student status and categories established by the commissioner.
7. Under the regulations promulgated by the department, for each school that suspends or expels a significant number of students for more than 10 cumulative days in a school year, the commissioner shall investigate and, as appropriate, shall recommend models that incorporate intermediary steps prior to the use of suspension or expulsion. The results of the analysis shall be publicly reported at the school district level.

A copy of this law may be obtained in the main office.

SUSPENSION/EXPULSION BASED UPON A FELONY CHARGE/CONVICTION M.G.L. c. 71, § 37H½

Upon issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the principal of a school may suspend a student for a period of time determined appropriate by the principal if the principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and the reasons for such suspension prior to such suspension taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such suspension; provided, however, that such suspension shall remain in effect prior to any appeal hearing conducted by the superintendent.

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

The principal may expel a student who has been convicted, adjudicated, or admitted guilt with respect to a felony or felony delinquency, if the principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and reasons for such expulsion prior to such expulsion taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such expulsion; provided, however, that the expulsion shall remain in effect prior to any appeal hearing conducted by the superintendent.

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

A copy of this law may be obtained in the main office.

EDUCATIONAL SERVICES AND ACADEMIC PROGRESS DURING SUSPENSIONS AND EXPULSION

Any student who is serving an in-school suspension, short-term suspension, long-term suspension, or expulsion shall have the opportunity to earn credits, as applicable, make up assignments, test, papers, and other schoolwork as needed to make academic progress during the period of his or her removal from the classroom. The principal shall inform the student and parent of such opportunity in writing when such suspension or expulsion is imposed.

Any student expelled or suspended from school for more than ten (10) consecutive days, whether in school or out of school, shall have an opportunity to receive education services and make academic progress toward meeting state and local requirements, through a school-wide education service plan. This plan will be developed by the principal and shall describe the services that the school district will make available to students who are expelled or suspended for ten (10) or more consecutive days. The plan will include the process for notifying such students and their parents of the services and arranging the services.

LEGAL AUTHORITY: M.G.L. c. 71, § 37H

M.G.L. c. 71, § 37H ½

M.G.L. c. 71, § 37H ¾

M.G.L. c. 76, § 21

603 CMR 53.00

PART EIGHT: STUDENT RECORDS

A. General Provisions

The student record contains all information concerning a student that is kept by the school district and which personally identifies the student; it consists of the temporary record and the transcript. For purposes of these procedures, custodial parent refers to a divorced or separated parent who has physical custody of the child, and the non-custodial parent is the parent who does not have physical custody of the child. Non-custodial parents may not be eligible to access their

child's student record, or may have to follow certain procedures in order to access the student record. See Section C below.

The rights outlined below may be exercised by the custodial parent(s)/guardian(s) for a student under the age of 14 years, or jointly by the student and custodial parent(s)/guardian(s) of a child over the age of 14 years. A student over the age of 14 is called "an eligible student". A student 18 years or older may, in writing, deny his custodial parent(s)/non-custodial parent(s) access to his/her student record, with the exception of transcripts, report cards and/or progress reports.

Each eligible student and custodial parent/guardian, except as limited herein for certain parents, has the right to see the student record for that student within ten (10) days of submitting a written request to see the records. Copies of any records may be obtained upon request and shall be provided within ten (10) days of the request. The District may charge for the cost of reproducing copies.

The student's record is available to authorized school personnel who work directly with the student, or administrative/clerical personnel who need to have access to records in order to carry out their responsibilities. The term "authorized school personnel" includes, but is not limited to, administrators, teachers, counselors, therapists, paraprofessionals, administrative office, staff and clerical personnel. Authorized school personnel include those employed by the District or under contract with the District as an independent contractor. Authorized school personnel do not need permission to see student records.

No information in the student's record is available to anyone outside the school system without written permission from the eligible student and/or parent and/or guardian, unless the requesting party is listed an exception as provided by the Student Records regulations. Exceptions to the requirement of written permission include, but are not limited to, a probation officer, court order, subpoena, where health or safety requires the disclosure of student information/records or upon transfer to another school district. However, eligible students and/or their parents/guardians will generally be notified before these records are released. A written release must be signed to have any part of the school record sent outside the school. This includes, but is not limited to prospective employers, other technical school, and colleges.

An eligible student and parent/guardian have the right to request to add relevant information to the student's record as well as the right to request removal of information believed to be untrue or incorrect.

B. Directory Information Notice

The Auburn School District has designated certain information contained in the education records of its students as directory information for purposes of the Family Educational Rights and Privacy Act (FERPA) and the Student Record Regulations at 603 CMR 23.00 et seq.

The following information regarding students is considered directory information: (1) name, (2) address, (3) telephone number, (4) date and place of birth, (5) major field of study, (6) participation in officially recognized activities and sports, (7) weight and height of members of athletic teams, (8) dates of attendance, (9) degrees, honors and awards received, (10) post high school plans of the student.

Directory information may be disclosed for any purpose in the discretion of the school system, without the consent of a parent of a student or an eligible student. Parents of students and eligible students have the right, however, to refuse to permit the designation of any or all of the above information as directory information; such refusal must be in writing and made annually. In that case, this information will not be disclosed except with the consent of a parent or student, or as otherwise allowed by FERPA and 603 CMR 23.00 et seq. You are hereby notified that pursuant to this notification, the school system will provide requested directory information to military recruiters unless the parent or eligible student specifically directs otherwise, as required by the No Child Left Behind Act.

Any parent or student refusing to have any or all of the designated directory information disclosed must file written notification to this effect with the principal on or before the 15th day of each September.

In the event that a refusal is not filed, it is assumed that neither a parent of a student or eligible student objects to the release of the directory information designated.

C. Rights Of Certain Divorced or Separated Parents

It is necessary for divorced parents to submit a copy of the custody agreement or order, and any subsequent changes made thereto, to the District so that district personnel may identify which of the parents has physical custody of the child. The non-custodial parent may access his/her child's record unless:

1. The parent has been denied visitation, or
2. The parent's access to the student or to the custodial parent has been restricted by a temporary or permanent protective order, unless the protective order (or any subsequent order modifying the protective order) specifically allows access to the information contained in the student record, or
3. There is an order of a probate and family court judge which prohibits the distribution of student records to the parent.

The District shall place in the student's record any documents indicating a non-custodial parent's access to the student's records is limited or restricted pursuant to 603 CMR 23.07(5)(a).

Non-Custodial Parent Access: In the case of a non-custodial parent who is eligible to access the student record, i.e., does not fit any of the four (3) categories under 1 - 3 above, the non-custodial parent must submit a written request for the student record to the school principal. Upon receipt of the request, the principal and/or his/her designee shall immediately notify the custodial parent by certified and first class mail, in English and the primary language of the custodial parent, that it will provide the non-custodial parent with access after 21 days, unless the custodial parent provides the principal with documentation that the non-custodial parent is not eligible to obtain access as set forth under 1 - 3 above.

When the student record is released to the non-custodial parent, the school will delete all electronic and postal address and telephone number information relating to either work or home locations of the custodial parent. In addition, such records will be marked to indicate that they shall not be used to enroll the student in another school.

D. Amending Your Child's Record

1. A parent has the right to add information, comments, data, or any other relevant written material to the student's record. The parent should submit the additional information in writing to the principal with a written request that the information be added to the student record.
2. A parent has the right to request in writing, deletion or correction of any information contained in the student's record, except for information which was inserted into that record by the TEAM. Such information inserted by the TEAM shall not be subject to such a request until after the acceptance of the Individual Educational Plan (IEP), or if the IEP is rejected, after the completion of the special education appeal process. Any deletion or amendment shall be made in accordance with the procedure described below:
 - i. If a parent is of the opinion that adding information is not sufficient to explain, clarify or correct objectionable material in the student's record, the parent shall present the objection in writing and/or have the right to have a conference with the principal or his/her designee to make the objections known.
 - ii. The principal or his/her designee shall within one week after the conference or receipt of the objection, if no conference was requested, render to such parent a decision in writing, stating the reason or reasons for the decision. If the decision is in favor of the parent, the principal or his/her designee shall promptly take such steps as may be necessary to put the decision into effect.
 - iii. If the principal's decision is not satisfactory to the parent, the parent may file an appeal to the Superintendent. Such appeal shall be in writing and submitted to the Superintendent within five (5) business days of receipt of the principal's decision. The Superintendent shall render a written decision on the appeal within two (2) weeks of receipt of the written appeal.
 - iv. If the Superintendent's decision is not satisfactory to the parent, the parent may appeal to the School Committee by filing a written appeal within five (5) business days of receipt of the Superintendent's decision. The School Committee shall conduct a hearing as required on the appeal as required by 603 CMR 23.09(4).

3. Notice On Transfer To Other Schools

Pursuant to 603 CMR 23.07(g), notice is hereby given to parents and eligible students that the District forwards the complete school record of a transferring student to schools in which the student seeks or intends to enroll. Such transfer of records takes place without consent of the parent or eligible student.

4. Destruction of Records

- i. Notice is hereby given that the temporary record of a student will be destroyed no later than seven (7) years after that student transfers, graduates or withdraws from the school system. When the student transfers, graduates, or withdraws from school, and if in writing, prior to the last day of school, that the documents be provided to them. No additional notice, other than this notice in the handbook, will be provided to the student or his parent/guardian of such destruction.
- ii. In addition, each year, the principal and/or teachers and/or other service providers may destroy the following documents that are considered part of the student's temporary record: disciplinary records (other than documentation of suspensions/expulsions/exclusions), any notes from the Parent/Guardian or other documents concerning absences, early dismissals, late arrivals, as well as examples of student work. If the eligible student or the parent/guardian want those records, they must request, in writing, prior to the last day of school that the documents be provided to them, rather than be destroyed. No additional notice, other than this notice in the handbook, will be provided to the student or his parent/guardian of such destruction.

5. Display/Publication of Student Work

Notice is hereby given that there will be occasions when student work is seen and is on display within the school; for example, at open houses, exhibits, fairs, on bulletin boards, etc. Unless a parent/guardian informs the district in writing no later than September 15 of each school year, the

District will assume that this publication/display of the student work is acceptable to the parent/guardian.

6. Complaint Procedure

In addition to the appeal procedure above, a parent/guardian/eligible student may file a complaint with the Family Policy Compliance Office (FPCO) of the Federal Department of Education. The FPCO has the authority to interpret and decide issues involving student records under FERPA. FPCO's address is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue
Washington, D.C. 20202-5920

PART NINE: STUDENT WITH DISABILITIES/SPECIAL NEEDS

Students Identified As Having Special Needs

1. All students are expected to meet the requirements for behavior as set forth in this Handbook. Chapter 71B of the Mass. General Laws, formerly known as Chapter 766, requires that additional provisions be made for students who have been found by an evaluation TEAM to have special needs and whose individualized program is described in an Individualized Educational Plan (IEP).
 - a. Students with Special Needs may be suspended for up to ten (10) consecutive days, and may also be suspended in excess of ten (10) cumulative days, as fully outlined under M.G.L. c. 71B, and the Individuals with Disabilities Education Act. Such suspensions may be carried out without any further or additional process.
 - b. Suspensions of exclusions in excess of ten (10) consecutive days or ten (10) cumulative days may also occur, provided that the conduct for which the student is being disciplined is not a manifestation of his/her disability, and the District provides educational services which will allow the student to access the general curriculum and to make progress toward his/her goals.
2. The IDEA and M.G.L.c. 71B allow school personnel to move a student with disabilities to an interim alternative educational setting (IAES) for up to 45 school days, if that student is in possession of a dangerous weapon at school or a school function or on school property, is in possession or uses a controlled substance or sells or solicits the sale of a controlled substance while at school or a school function or on school property, or inflicts serious bodily injury on a person, including him/herself. The appropriate interim alternative educational setting shall be determined by the IEP TEAM.

3. The IDEA and M.G.L.c. 71B also allow school personnel the option of asking a hearing officer or a court to move children with disabilities to an interim alternative educational setting for up to 45 school days, if they are substantially likely to injure themselves or others in their current placement.
4. When a special needs student has been suspended for more than ten (10) consecutive or cumulative days in a school year, such that a substantial change in placement is occurring or will occur, the IEP TEAM meet for the manifestation determination, and they answer two questions, after reviewing relevant documents and the misconduct of the student:

Is the misconduct the result of failure to implement the student's IEP? And

Is the misconduct caused by, or does it have a direct and substantial relationship to the student's disability?

A summary of the manifestation determination review will be written and a copy provided to the parents(s)/guardian(s) as soon as possible after the review, but no later than five (5) school days after the review.

PART TEN: NON-DISCRIMINATION POLICY AND PROHIBITION AGAINST SEXUAL HARASSMENT - STUDENTS

I. Introduction

The Auburn Public Schools has a commitment to maintaining an educational environment where bigotry and intolerance, including discrimination on the basis of race, color, or national origin, sex, sexual orientation, religion, disability, marital status or age, are not tolerated.

The Auburn Public Schools prohibits harassment and discrimination, sexual or otherwise, of any of its students, as such conduct is contrary to the mission of the Auburn Public Schools and its commitment to equal opportunity in education.

Harassment consists of unwelcome conduct, whether verbal or physical, that is based on a characteristic protected by law, such as race, color, national origin, sex, sexual orientation, law. For purposes of this policy, "school" includes school – sponsored events, trips, sports events, and similar events connected with school or employment. Further, any retaliation against any individual who has cooperated with an investigation against any individual who has cooperated with an investigation of a discrimination, harassment or retaliation complaint, is similarly unlawful and will not be tolerated.

The Auburn Public Schools takes allegations of discrimination and harassment seriously and will respond promptly to complaints. Where it is determined that harassing conduct which violates the law and this policy, has occurred, the Auburn Public Schools will act promptly to eliminate the conduct and will impose corrective action as necessary, including disciplinary action where appropriate, which may include school-related discipline.

II. Definition of Discrimination and Harassment

"Harassment" is defined as unwelcome conduct, whether verbal or physical, that is based on race, color, national origin, sex, sexual orientation, religion, disability, or age.

Discrimination and or harassment include, but is not limited to:

- Display or circulation of written materials or pictures that are degrading to a person or group based upon the criteria listed above.
- Verbal abuse or insults about, directed at, or made in the presence of an individual or group described above because of one of the criteria listed above.

Procedures

1. Informal Resolution of Discrimination and Harassment Complaints:

Before initiating the formal procedure, the student may wish, if possible, to resolve the complaint on an informal basis.

- a. The student can raise the issue with the Director of Pupil Services, his/her teacher, Principal, or Assistant Principal.
- b. The Director of Pupil Services' office is located in the school administration offices at 5 West St., Auburn, Massachusetts. The Director of Pupil Services' phone number is (508)832-7755.

The appropriate department or school administrators shall attempt, within his/her authority, to work with the individual to resolve the complaint fairly and expeditiously within ten (10) working days of receiving the complaint.

Whichever option is chosen, attempts will be made to resolve the matter to the satisfaction of the student who has made the complaint. If the student is not satisfied with the resolution, or if the student does not choose informal resolution, then the student can begin the formal complaint process.

2. Formal Resolution of Discrimination and Harassment Concerns:

A student may file the complaint in writing to the Director of Pupil Services no later than twenty (20) calendar days after the alleged discriminatory practice occurred in order for an expeditious investigation to be conducted, unless extenuating circumstances exist. However all students should know that the Auburn Public Schools will investigate any complaint no matter when it is filed. The student shall fill out a *Discriminatory Practice Review Form* that will state the name of the individual and the location of the school/department where the alleged discriminatory practice occurred, the basis for the complaint and the corrective action the student is seeking. An employee, at the request of the student, may put the complaint in writing for the student.

The Director of Pupil Services will conduct the necessary investigation promptly after receiving the complaint. In the course of its investigation, the Director of Pupil Services shall contact those individuals that have been referred to as having pertinent information related to the complaint. This process shall include, at a minimum, contacting the complainant and the person against whom the complaint was filed and/or the principal or appropriate authority involved. Strict timelines cannot be set for conducting the investigation because each set of circumstances is different. For example, sometimes the employees or students that are involved in the complaint are not immediately available. The Director of Pupil Services however, will make sure that the complaint is handled as quickly as feasible and will strive to complete the investigation within thirty (30) working days. When more than thirty (30) working days is required for the investigation, the Director of Pupil Services shall inform the student who filed the complaint that the investigation is still ongoing.

After completing the formal investigation of the complaint, the Director of Pupil Services shall inform the student who filed the complaint that the investigation is still ongoing.

After completing the formal investigation of the complaint, the Director of Pupil Services shall make a decision on the complaint, and shall inform the complainant and the person against whom the complaint, of the results of the investigation. If the Director of Pupil Services finds that there is reasonable cause for believing that a discriminatory or harassing practice has occurred, the Director of Pupil Services will refer the matter to the Superintendent of the Auburn Public Schools and/or his or her designee for appropriate action, up to and including discipline for either the employee or the student(s) who engaged in the harassing conduct.

If no satisfactory resolution can be reached through either the informal or formal resolution procedures detailed above the student or employee has the right to take the complaint to an appropriate state or federal agency. Moreover, it should be noted that using the Auburn Public School's complaint process does not prohibit you from filing a complaint with these agencies. For students, complaints may be taken to the:

Office for Civil Rights,
John W. McCormack Building,
Post Office and Court House,
Boston, MA 02109-4557

PART ELEVEN: BULLYING

File: JICFB

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 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:

- hard 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 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 biennially.

The Principal is responsible for the implementation and oversight of the bullying prevention and implementation plan within his or her school.

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 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.

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 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 shall contact the parents or guardians as to the status of the investigation on a weekly basis.

Disciplinary actions for students 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.

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

PART TWELVE: DISTRICT-WIDE POLICIES

Auburn Public Schools

COMPUTER NETWORK AND INTERNET
ACCEPTABLE USE POLICY FOR STUDENTS OF THE
AUBURN PUBLIC SCHOOLS

The Internet, a worldwide network of interconnected computers, provides an opportunity for users to communicate with each other, no matter how far apart they are geographically. Because of its enormous size, the Internet provides an almost limitless amount of information that can be put to great educational purposes. The potentially limitless amount of information available on the Internet creates the potential for the posting or retrieval, intentionally or unintentionally, of inappropriate or harmful material. It is the purpose of these guidelines to assist all members of the Auburn Public Schools' Computer Network, which includes World Wide Web access and electronic mail capability, to use this resource safely and appropriately.

The Auburn Public Schools' Computer Network, which includes World Wide Web access and electronic mail capability, exists solely for educational purposes, which are defined as classroom activities, research projects directly related to class assignments, career and professional development and high quality self-discovery activities of an educational nature. The Auburn Public Schools' computer network is not to be considered a resource intended for use as a public forum or for any purpose that is not directly related to the delivery of educational services.

Members of the Auburn Public Schools' community are responsible for good behavior on school computer networks just as they are in a classroom, school hallway or at any school-sponsored event. Communications on the network may reach larger audiences than face-to-face conversations or telephone discussions. General school rules for behavior and communications apply. Access to network services will be provided to those who act in a considerate and responsible manner.

The Auburn Public Schools believes that the benefits to students from access to information resources and opportunity for collaboration available through the Internet exceed the potential disadvantages. However, the parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the Auburn Public Schools respects each family's right to decide whether or not their child will have independent access to the World Wide Web at school. In making this decision, families should be aware that the Auburn Public School District intends to incorporate network use, Web access and e-mail in the schools according to grade level, as follows:

- a) Grades kindergarten through two. Students at these grade levels will not have individual computer network passwords. During school time, teachers of students in grades kindergarten through two will guide them toward appropriate materials. Web access at these grade levels will be limited to teacher-directed and teacher-demonstrated use. Students will not be conducting independent research on the World Wide Web.
- b) Grades three through five. Students in grades three through five will not have individual network passwords. Students at these grade levels will be given a Google Apps for Education account, without e-mail capability, for use in their classrooms. They may have the opportunity to conduct research via the Web in the classroom, and to access electronic mail for a group account, only during directly supervised instruction.
- c) Grades six through twelve. Students in grades nine through twelve will be given individual access passwords, as well as access to the Google Apps for Education suite, including e-mail. They will have the opportunity to access the Web and conduct independent, self-directed research, both during classroom instruction and outside of classroom instruction, under the supervision of a teacher or other staff member.

For students to be permitted to gain independent access to the web they must agree to and abide by the rules set out below. For students under 18, parents must provide written permission forms before students will be permitted to gain independent access to the web. If the Auburn Public Schools does not receive a signed user agreement and, if applicable, a signed parental permission form, students will not gain independent access to the web but they may still have exposure to the Internet during classroom instruction or library research exercises.

The Auburn Public Schools will make every reasonable effort to minimize the risk that users will encounter objectionable material on the Internet. However, there is no absolute guarantee that this will not happen. The Auburn Public Schools intends to utilize any blocking or filtering safeguards required by law. With these measures, in addition to user education, implementation of this policy and grade-appropriate supervision, the Auburn Public Schools believes that the Internet can be used safely to enhance the delivery of educational services.

Rules:

1. Network access and technology use is a privilege, not a right. The use of the network and technology resources must be consistent with, and directly related to, the educational objectives of the Auburn Public Schools. A violation of the terms of this Acceptable Use Policy may result in suspension or termination of network access privileges (other than directly supervised access during classroom instruction) and may also result in other disciplinary action consistent with the disciplinary policies of the Auburn Public Schools and could also result in criminal prosecution where applicable. The Auburn Public Schools will cooperate fully with law enforcement officials in any investigation relating to misuse of the Auburn Public Schools' computer network.
2. Violations of this Acceptable Use Policy include, but are not limited to, the following conduct on any school provided equipment or network resource.
 - a. Cyberbullying, using profane, vulgar, threatening, defamatory, abusive, discriminatory, harassing or otherwise objectionable or criminal language in a public or private message.
 - b. Sending messages or posting information that would likely result in the loss of a recipient's work or system.
 - c. Sending "chain letters" or "broadcast" messages to lists or individuals, subscribing to "listserves" or "newsgroups" without prior permission, or using the Internet access for any other personal use, without prior permission.
 - d. Participating in other types of use which would cause congestion of the network or interfere with the work of others.
 - e. Using the network in a manner that would violate any U.S. or state law. This includes, but is not limited to, copyrighted material, threatening material and spreading of computer viruses.
 - f. Accessing or transmitting materials that are obscene, sexually explicit, or without redeeming educational value.
 - g. Revealing the personal address, telephone number or confidential information of oneself or another person.
 - h. Revealing one's password to anyone else, using anyone else's password, or pretending to be someone else when sending information over the computer network.
 - i. Attempting to gain unauthorized access to system programs or computer equipment, including attempts to override, or to encourage others to override, any firewalls established on the network.
 - j. Attempting to harm, modify or destroy data of another user.
 - k. Exhibiting any other action whatsoever which would in any way subject the user or the Auburn Public Schools to any civil or criminal action.
 - l. Discussing highly sensitive or confidential school department information in e-mail communications.
 - m. Using the Auburn Public Schools' technology network to buy, sell or advertise anything.
 - n. Using social networking sites, discussion groups, chat rooms, instant messaging, or other forms of online conversation unless authorized in advance by the teacher and directly tied to a school assignment or classroom project.
 - o. Using the Auburn Public Schools' technology network for gambling.
 - p. Using the Auburn Public Schools' technology network for political campaigning purposes, including attempts to influence ballot questions or to promote or oppose a candidate for public office.
 - q. Failing to log off the computer network at the conclusion of a work session or at the request of system administrators.
 - r. Using the computer network for recreational purposes or activities relating to personal hobbies.
 - s. Connecting any personal electronic device or computer, including but not limited to iPods, cell phones, Mp3 players, gaming devices, to the wired or unapproved wireless network without the consent of the technology department for educational use only.
3. The Auburn Public Schools assumes no responsibility for:
 - a. Any unauthorized charges or fees, including telephone charges, long distance charges, per minute surcharges and/or equipment or line costs.
 - b. Any financial obligations arising out of unauthorized use of the system for the purchase of products or services.
 - c. Any cost, liability or damages caused by a user's violation of these guidelines.
 - d. Any information or materials that are transferred through the network.
 - e. Any damage to or loss of personal electronic equipment.

4. The Auburn Public Schools makes no guarantee, implied or otherwise, regarding the reliability of the data connection. The Auburn Public Schools shall not be liable for any loss or corruption of data resulting while using the network.
5. All messages and information created, sent or retrieved on the network are the property of the Auburn Public Schools. Copies of all information created, sent or retrieved, including but not limited to web sites visited (cache files), are stored on the computer network's back-up files. The Auburn Public Schools reserves the right to access and monitor all messages and files on the computer system, including web pages accessed, as it deems necessary and appropriate in the ordinary course of its business for purposes including, but not limited to, ensuring proper use of resources, investigating allegations of improper use and conducting routine network maintenance. Users should assume no expectation of privacy. By participating in the school district's computer network, users are indicating their consent to such monitoring and access. Where appropriate, communications including text and images may be disclosed to law enforcement or other third parties without prior consent of the sender or receiver.
6. Any users caught illegally obtaining software or transferring such software through the network, and any whose accounts are found to contain such illegal files, shall immediately have their accounts permanently revoked. In such event, the user's network access will be limited to directly supervised use during classroom instruction. In addition, all users should be aware that software piracy is a federal offense and is punishable by a fine or imprisonment.
7. Because of its size and shape, many kinds of materials eventually find their way to the network. If a user finds materials that are inappropriate while using the Auburn Public Schools' Technology Network, s/he shall refrain from downloading this material and shall not identify or share the material. It should be understood that the transfer of certain kinds of materials is illegal and punishable by fine or imprisonment.
8. Should a user, while using the Auburn Public Schools' Technology Network, encounter any material that s/he feels may constitute a threat against the safety of fellow students, staff members or the property of the Auburn Public Schools, that user is obligated to report his/her discovery of such material to a teacher or to his/her principal.
9. The Auburn Public Schools' administration reserves the right to amend this policy at any time without prior notice.
10. The Auburn Public Schools reserves the right to seek restitution from any user for costs incurred by the district, including legal fees, due to such user's inappropriate use of electronic resources.

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PART THIRTEEN: BEHAVIORAL AND EMOTIONAL SCREENING OF STUDENTS

In an ongoing effort to support students in the Auburn Public Schools and in concert with the Massachusetts Department of Elementary and Secondary Education's (DESE) *2018 Heartstrategy for Safe and Supportive Schools*, we are working to promote systems and strategies that foster safe, positive, healthy, culturally-responsive and inclusive learning environments that address students' varied needs and improve educational outcomes for all. DESE's areas of focus through this initiative include: 1) School climate and culture; 2) Social and emotional learning competencies; 3) Health, Wellness and Safety; and 4) Family and Community Engagement.

In support of DESE's initiative and based on an increasing need for social and emotional support for students, Auburn uses a universal screener known as BASC-3, "Behavioral and Emotional Screening System (BESS/BASC)." Screening will be conducted to identify or predict students who may be at risk. The use of universal screenings refines and strengthens our efforts to help all of our students be successful by allowing us to

take positive and preventative measures as early as possible. This is not a diagnostic tool, but a screening tool to gauge potential risk.

The behavior screening tool, BESS/BASC focuses on social behaviors affecting academic engagement. With your permission, this screening is conducted with all students in the fall of each school year. You will also be given the option to have your child opt out of the screening process. When appropriate, and with your permission, the results of the tool will be used to provide identified students with mentoring, social skill building and other support to help them engage positively in learning. You will be notified by the school if your child is selected for participation in an intervention program.