

Auburn High School Student Handbook



2021 - 2022

ACCREDITATION STATEMENT

The New England Association of Schools and Colleges (NEASC) accredits Auburn High School and is a non-governmental, nationally recognized organization whose affiliated institutions include elementary schools through collegiate, offering post-graduate instruction. Accreditation of an institution by the New England Association ensures that it meets or exceeds criteria for the assessment of institutional quality periodically applied through a rigorous review process. An accredited school or college is one that has the resources necessary to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Accreditation also addresses institutional integrity.

Accreditation by the New England Association applies to the institution as a whole. As such, it is not a guarantee of the quality of every course or program offered, or the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution.

Inquiries regarding the status of an institution's accreditation by the New England Association should be directed to:

N.E.A.S.C
209 Burlington Road
Bedford, MA 01730-1433
(781) 271-0022

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, gender identity, homelessness, limited English proficiency 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

Title IX of the Education Amendments of 1972 (sex discrimination)

Dr. Elizabeth Chamberland

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

Mrs. Rosemary Reidy

An Equal Opportunity Employer

AUBURN HIGH SCHOOL
99 Auburn Street
Auburn, Massachusetts 01501
Phone: (508) 832-7711

Fax: (508) 832-7710

Core Values and Beliefs

The students, teachers, staff members, administrators, parents, and community members of Auburn High School have collaborated to identify several key values that are most important to our learning community.

*These values are **community, academics, and respect**.*

We believe that having a sense of **COMMUNITY** is vital to the success of our school. Building positive relationships between students, staff, administration, parents, and members of the school community is an essential part of this process. We believe that fostering communication and collaboration within and between these groups leads to a supportive and encouraging environment. Students will be more invested in their education if they feel a sense of belonging and can connect with others. Investing time, energy and resources in activities and events that are designed to foster a sense of community are both worthwhile and necessary.

We believe that **ACADEMICS** should provide students with opportunities for exploration, inquiry, creativity, and growth. We believe that academics consists of authentic and practical learning and should be differentiated to best meet the needs of all students. Students should be able to think critically and creatively and to communicate their ideas effectively. Students need to be able not only to access information, but also to utilize this knowledge in a manner which will enable them to be successful after graduation from Auburn High. Individuals should take ownership of their education and be responsible for their choices, actions, and achievement. We believe that self-discipline, organization, and time management are essential skills necessary for lifelong learning.

We believe that **RESPECT** should be mutual between students, parents, teachers, staff, and members of the school community. It is important to recognize that all school members have been shaped by unique experiences that inform their opinions and viewpoints, and these differences are to be valued and appreciated. All members should be encouraged to express themselves and their beliefs and opinions in a supportive and safe environment. We believe that respect for differences, diversity, prosperity, community, time, and work form the foundation of a nurturing community.

21st Century Learning Expectations

Auburn High School has identified the following school-wide expectations for student learning, based upon 21st Century Skills. These learning expectations are designed to reinforce the skills students need to learn and demonstrate throughout their high school experience.

Academic:

- Communicate with clarity, purpose and consideration of the audience.
- Demonstrate the ability to investigate, research and solve problems using higher order thinking and reasoning skills.
- Utilize various forms of technology and media to foster creativity and self-expression.

Social:

- Collaborate effectively as a member of a team.

Civic:

- Responsibly participate as a local and global digital citizen.

TABLE OF CONTENTS

PART ONE: GENERAL INFORMATION

Letter from the Principal	p. 6
School administration	p. 7
School population	p. 8
School & community partnerships	p. 8
Fire Drills/Emergency evacuations	p. 8

PART TWO: DAILY OPERATIONS

School time, cancellations and delay information	p. 8
Daily schedule (TBD)	p. 8

PART THREE: ATTENDANCE POLICIES

Attendance policies & procedures	p.10
Make-up work	p.11
Tardiness	p.12
Dismissals	p.12

PART FOUR: ACADEMIC PROGRAMS AND REQUIREMENTS

Program of studies	p.14
Advanced placement offerings	p.14
Grade point averages	p.14
Class Rank and GPA	p.14
Graduation requirements	p.14
Retention policy	p.13
Homework policy	p.14
Summer school	p.14

PART FIVE: STUDENT SERVICES

Health services	p.14
Medication policy	p.14
Guidance services	p.15

PART SIX: STUDENT LIFE

Personal responsibility statement	p.16
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Code of ethics for student leaders	p.16
Guidelines for running for an elected office	p.16
Student leaders	p.17
Interscholastic athletics	p.17
Athletic Mission Statement	p.18
Purpose and goal of athletics	p.18
Athletic participation	p.18
Team selection & playing time	p.18
Problem resolution	p.19
Student-athlete behavior	p.19
MIAA rules for student-athletes	p.20
Locker rooms	p.20
Attendance for athletes	p.21
Team captains	p.21
Athletic equipment	p.21
Medical needs and concerns	p.22
Community service projects	p.22
Athletic awards	p.22
Interscholastic sports	p.22
Extracurricular activities	p.23
Unexcused absences & suspensions	p.23
Automobile permits & fees	p.24

PART SEVEN: DISCIPLINE POLICIES

Code of Conduct	p.24
Saturday office detention	p.25
General Infractions	p.25
Severe Infractions	p.27
Student Management Issues and Policies	p.30
After School/Evening Activities	p.30
Bus Transportation	p.31
Conduct at Sporting Events	p.32
Dance Policy	p.32
Dress Code	p.32
Policy on Bullying	p.33
Field trip/class trip policy	p.33
Displaying Affection	p.34
Concerns regarding class work	p.34
Student guests	p.34
Student lockers	p.35
Skateboards & roller blades	p.35
Restricted areas	p.35
Student searches	p.35

Use of K-9	p.35
School skip days	p.35
Plagiarism/cheating	p.35
Thefts	p.36
Throwing objects from balconies	p.36
Use of a breathalyzer	p.36
Weapons on school grounds	p.38
Conduct of Teachers/Students	p.38
Felony suspension & expulsion policy	p.39
FERPA	p.42
Military Access to Student Records	p.50
Non-Custodial Parents Rights	p.51
Disciplining students with special needs	p.51
Disciplining students on 504 plans	p.53
Sexual Harassment/Discrimination	p.60
Suspending students with Special Needs	p.59
Student appeals	p.60
Technology policy	p.60
Anti-hazing policy	p.61
Audio/video recording on school property	p.62
Visitor Policy	p.63
Parental Observation of Classroom	p.63
Body Mass Index Policy	p.63
Student Sign-Off Page	p.64

PART ONE: GENERAL INFORMATION

Dear Students:

It is with great enthusiasm that I present you with this year's Auburn High School Student Handbook. This handbook provides general information about Auburn High school.

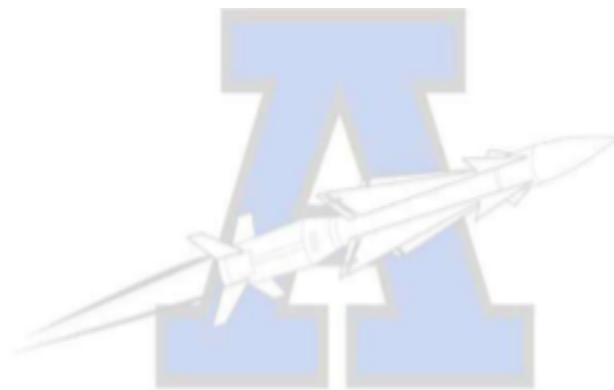
As you read this handbook, you will notice important sections regarding daily operations, attendance policies, academic programs and requirements, student services, and student life.

Our district motto is, "Strive for Excellence." At Auburn High School, nothing less is acceptable. Find your place, make your mark, and strive for excellence in the classroom, in co-curricular activities, and in your personal lives.

I wish you all a wonderful year.

Warm Regards,

Daniel Delongchamp, M.E.D.
Principal



SCHOOL ADMINISTRATION

Superintendent

Dr. Casey Handfield, Ed.D.

Assistant Superintendent

Dr. Elizabeth Chamberland, Ed.D.

Auburn School Committee

Mr. George Scobie, Chair
Mrs. Gail Holloway, Vice Chair
Mrs. Jessica Harrington
Mrs. Meghan McRillis
Ms. Dorothy Kauffman

Business Manager

Mrs. Cecelia Wirzbicki

Director of Pupil Services

Mrs. Rosemary Reidy

Principal

Mr. Daniel Delongchamp, M. E.D.

Assistant Principal

Ms. Eileen B. Donahue, M.Ed.

Athletic Director

Mr. Brian Davis

Director of Guidance

Mrs. Tess Jarvis, C.A.G.S.

School Nurse

Mrs. Jo Truong, RN, BSN
Mrs. Dottie LaBouef, RN, BSN

School Population (2021-2022 school year)

Est. Enrollment:	747
Class of 2022	174
Class of 2023	195
Class of 2024	172

School and Community Partnerships

Auburn High School students are provided with the opportunity to develop partnerships with community based groups, including: the Chamber of Commerce, Charter Communications, the Rotary Club, Auburn Youth and Family services, local schools, the Board of Health, the Bay State Savings Bank, the Auburn Police Department, and local colleges through Tech Prep 2+2 articulation agreements. These partnership programs improve student understanding of career opportunities as they relate to curriculum. In addition, the AV Department has a state of the art TV studio and presentation room that are available for school and community use. Video coverage of many school events is telecast over local cable access.



Fire Drills/Emergency Evacuations

During a fire drill or an emergency evacuation, students are to follow instructions from their teachers. Everyone must leave the building quickly according to the instructions posted on the front wall of each classroom. If a person is in the hallway at the time the alarm sounds, he/she should leave the building by the nearest exit. Students should report to their assigned locations and check in with their teacher. An administrator will signify that the drill/emergency is over and all students will return to their regularly scheduled class.

PART TWO: DAILY OPERATIONS

School Time, Cancellation and Delays

School is in session daily from 7:25am - 1:50pm

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 also be announced on the following television stations:

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

They will be posted on Twitter: @AuburnRockets

A “**One Call Now**” message will also be delivered by the school district as soon as the decision to delay or cancel school has been made.

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 Pre-school 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 parent’s prerogative to decide whether they wish to send their child to school during days of inclement weather.

Parents, please review with your child the procedures you want them to follow in case of a 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.

Schedules are TBD

5 Day Rotating Schedule (Activity Schedule)

A DAY	B DAY	C DAY	D DAY	E DAY
Warning Music 7:20-7:25	Warning Music 7:20-7:25	Warning Music 7:20-7:25	Warning Music 7:20-7:25	Warning Music 7:20-7:25
A BLOCK 7:25-8:27 62 minutes	B BLOCK 7:25-8:27 62 minutes	C BLOCK 7:25-8:27 62 minutes	D BLOCK 7:25-8:27 62 minutes	E BLOCK 7:25-8:27 62 minutes
PASSAGE 8:27-8:32	PASSAGE 8:27-8:32	PASSAGE 8:27-8:32	PASSAGE 8:27-8:32	PASSAGE 8:27-8:32
B BLOCK 8:32-9:34 62 minutes	C BLOCK 8:32-9:34 62 minutes	D BLOCK 8:32-9:34 62 minutes	E BLOCK 8:32-9:34 62 minutes	A BLOCK 8:32-9:34 62 minutes
ACT 9:34-10:04	ACT 9:34-10:04	ACT 9:34-10:04	ACT 9:34-10:04	ACT 9:34-10:04
PASSAGE 10:04-10:09	PASSAGE 10:04-10:09	PASSAGE 10:04-10:09	PASSAGE 10:04-10:09	PASSAGE 10:04-10:09
C BLOCK 10:09-11:11 62 minutes	D BLOCK 10:09-11:11 62 minutes	E BLOCK 10:09-11:11 62 minutes	A BLOCK 10:09-11:11 62 minutes	B BLOCK 10:09-11:11 62 minutes
PASSAGE 11:11-11:16	PASSAGE 11:11-11:16	PASSAGE 11:11-11:16	PASSAGE 11:11-11:16	PASSAGE 11:11-11:16
D BLOCK <u>11:11-12:43</u> 1st 11:11-11:34 2nd 11:34-11:57 3rd 11:57-12:20 4th 12:20-12:43 69 minutes	E BLOCK <u>11:11-12:43</u> 1st 11:11-11:34 2nd 11:34-11:57 3rd 11:57-12:20 4th 12:20-12:43 69 minutes	A BLOCK <u>11:11-12:43</u> 1st 11:11-11:34 2nd 11:34-11:57 3rd 11:57-12:20 4th 12:20-12:43 69 minutes	B BLOCK <u>11:11-12:43</u> 1st 11:11-11:34 2nd 11:34-11:57 3rd 11:57-12:20 4th 12:20-12:43 69 minutes	C BLOCK <u>11:11-12:43</u> 1st 11:11-11:34 2nd 11:34-11:57 3rd 11:57-12:20 4th 12:20-12:43 69 minutes
PASSAGE 12:43-12:48	PASSAGE 12:43-12:48	PASSAGE 12:43-12:48	PASSAGE 12:43-12:48	PASSAGE 12:43-12:48
E BLOCK 12:48-1:50 62 minutes	A BLOCK 12:48-1:50 62 minutes	B BLOCK 12:48-1:50 62 minutes	C BLOCK 12:48-1:50 62 minutes	D BLOCK 12:48-1:50 62 minutes

PART THREE: ATTENDANCE POLICY

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. Parents/guardians have a legal responsibility to ensure that their child is in attendance each day school is in session. According to Massachusetts General Law Chapter 76, Sec. 1, every child is required to attend school on a regular daily basis. 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.

Parents are required to call the nurse or attendance office no later than 8:00 a.m. to notify the school their child is ill. The nurse's number is (508) 832-7711 x1106.

EXCESSIVE/MAXIMUM ABSENCE

Auburn High School defines excessive as more than five (5) unexcused absences per trimester. **Parents and students who have attendance concerns are required to access Powerschool to check their absences.**
Absences will be coded "Unexcused" or "Excused" based on guidelines below.

Students absent more than five (5) days with a non-contagious disease must return with a note/letter from the family physician.

The AHS Administration strongly discourages families from planning vacation that conflict with the regular school calendar.

Students who accumulate five (5) unexcused absences in a course will have their **final trimester grade for the course reduced by 10% as the participation portion of the course has not been adequately completed.**

EXCEPTIONS TO EXCESSIVE OR MAXIMUM ABSENCE

Absences not counting toward the maximum absence limit of five (5) per trimester include, but are not limited to the following:

- Observance of religious holidays;
- Bereavement days up to a maximum of five (5) due to the death of a member of the immediate family;
- Court appearances;
- Driver's tests (including Learner's Permits);
- Hospitalization confirmed by a doctor's note;

- Medical or dental appointments with a note from the doctor/dentist. All medical documentations must be received within five (5) school days of the appointment if they are to be considered as excused;
- Disability-related absences;
- Out-of-school suspensions
- College visitation days with proper documentation (maximum 3 per school year). College visitations should be scheduled for non-school time if possible;
- Absences due to school-sponsored activities approved by an administrator: i.e., field trips, early dismissal for games and competitions, SAC meetings, student leaders meetings, Humanities Scholars Collaborative meetings, etc.;
- Other as determined by the building principal.

Any other absence is considered unexcused. Parents may be required to meet with the building administrator to discuss absences. All students who accumulate more than nine (9) absences during the course of the school year will be reported to the Department of Education on the “End of Year” state report in addition to receiving applicable reduction to grades in each trimester.

MAKE-UP WORK

It is the responsibility of the student to contact each teacher and clarify any information regarding any arrangements for making up work due to an unanticipated absence from school or class. This should be done on the day the student returns to school. Typically, the amount of time for a student to make up work for EXCUSED absences will be no more than the duration of the absence. However, there are a number of situations where this policy does not apply:

If a student is tardy to school or dismissed from school, work that is due to the teachers of missed classes should be turned in to those teachers on that day. This is particularly important when long-term assignments or major assignments are involved;

If a student is absent on the day that a long-term assignment is due, then the assignment should be turned in on the next day he/she returns; If a student is absent on the date of a major test or assignment then the student should be prepared to take the test or complete that assignment on the next day he/she returns;

Should a student cut a class or school on a day when a major assessment is given or a long-term assignment is due, consequences can range from zero or no credit to some lesser grade reduction depending on the individual circumstances; or other determined by the building principal.

Tardiness

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 period class, the classroom teacher will discipline the student (a student not in his/her classroom at the start of class is considered tardy). Chronic offenders will be reported to the Assistant Principal’s office. A student who is tardy for more than ½ of a class will be considered absent from the class.

Once a student has reached four (4) unexcused tardies in a trimester, a one-hour detention will be assigned. Additional hours will be assigned for subsequent tardies during the trimester.

An excused tardy, with proper documentation, would follow the same guidelines as excused absences as listed on the preceding page.

An unexcused tardy or dismissal may include the following:

- A. oversleeping/late start; car problems
- B. missed school bus; ride failed to show up
- C. out for breakfast; other as determined by assistant principal or principal

Dismissal

A student may be dismissed only when a written request is received from a parent or legal guardian. Students are allowed four (4) unexcused dismissals per trimester. Students should bring in a note to the office upon arriving to school. The office will accept written notes through the end of first period. The note should include the child's name, reason for dismissal, date of dismissal and time student is to be dismissed. Telephone dismissals are not allowed unless it is an extreme emergency. In such a case, administrative approval is required before a student will be dismissed.

It is understood that hectic schedules necessitate dismissals for appointments during the school days. The only dismissals that are excused are medical/dental appointments that cannot be otherwise scheduled outside of the school day and bereavement obligations. In cases such as these, proper documentation from the medical/dental office is required to be turned into the office the following day, at the latest. A note stating a student is leaving for a bereavement obligation will be sufficient.

Once a student has reached four (4) unexcused dismissals in a trimester, a one-hour detention will be assigned. Additional hours will be assigned for subsequent unexcused dismissals in a trimester.

Please take advantage of the parent portal in PowerSchool to track your student's attendance. Do not hesitate to contact the attendance office with any questions regarding your student's attendance status.

PART FOUR: ACADEMIC PROGRAMS & REQUIREMENTS

Program of Studies

- Individual Programming
- College Preparation
- Elective programs in all curricular areas

Advanced Placement

Advanced Placement courses are offered in the following areas:

Computer Science, Calculus, Statistics, Biology, Physics, Chemistry, Environmental Science, English Language, English Literature, Psychology, United States History, World History, Studio Art and Music Theory. Others are available through VHS in the guidance department.

Graduation Requirements

See Auburn High School Program of Studies

Retention Policy (Grade 9 only)

Freshman students who fail fifteen (15) credits or more at the end of grade 9, must re-enroll in those freshmen classes that were failed before moving on to grade 10 classes. Freshman students losing fifteen (15) credits or more will not be eligible for summer school to make-up course work. The student is considered "credit deficient" and remains a member of his/her class. For the student to graduate with his/her class, he or she must have all 110 credits attained by their graduating year.

Homework Policy

Auburn High 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. Each teacher will provide students and parents with a written homework policy for each class. Students should identify another student in the class to obtain homework assignments when absent. Students absent for more than three (3) days can call the school to request assignments.

Summer School

If a student receives a failing average between 55 and 64 and has passed a minimum of two terms, the student is eligible to attend summer school and restore five (5) credits (maximum ten (10) credits per summer). If the course is not available at AHS, a student may attend another approved summer school. All students attending a summer school program must receive the recommendation of the teacher(s) of the failed course(s).

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. TStudents 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. If a student is absent, parents should call the school to report this absence.

Medication Policy

1. At Auburn High 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 (3) days by a written order. A properly labeled pharmacy bottle may be used in place of a written physician order if the medication is to be taken for less than ten (10) 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 judgement, 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 clinic. 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.

Guidance Services

Staff: Mrs. Tess Jarvis, Guidance Counselor/Department Chair
Mrs. Kendra Beveridge, Adjustment/Guidance Counselor
Mr. Steven Brutus, Guidance Counselor
Mrs. Amy Sampson, Guidance Counselor
Mrs. Diana McLaughlin, Adjustment Counselor
Mrs. Brenda Bessette, Secretary

Each Student is assigned to a guidance counselor in Grade 9 and remains the responsibility of that counselor through graduation. Students may request to see their counselor through graduation. Students may request to see their guidance counselor by emailing their counselor and requesting an appointment. Students may not go to the guidance office during school hours without a pass from the counselor.

Each student will have counseling session throughout the year covering some of the following:

- Course selection
- Test interpretation
- Progress report review
- Career information
- Personal
- Mediation
- Summer-job placement
- Follow-up visit
- Academic review
- Present program adjustment: Parent-student conference
- Placement - post-secondary: Pre-drop-out counseling

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
- 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. Then 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.

PART SIX: STUDENT LIFE

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 themselves in a manner that will not cause disruption, disturbance, or embarrassment to others
- to meet all of their academic obligations to the very best of their abilities
- to know and understand individual classroom and school-wide discipline policies and to avoid behaviours which would be deliberate violations of these behavioral expectations
- to inform school authorities about potential threats to school safety or security

Code of Ethics for Student Leaders

A student leader at Auburn High School must demonstrate the following qualities: respect, responsibility, trustworthiness, fairness, caring, and citizenship. In setting an example to be followed by all members of the Auburn High School community, it is expected that a student leader....

- takes criticism willingly and accepts recommendations graciously
- consistently exemplifies desirable qualities of behavior
- upholds principles of morality and ethics
- cooperates by complying with the AHS Code of Conduct
- demonstrates the highest standards of honesty and reliability
- regularly shows courtesy, concern, and respect for others
- exemplifies self-discipline
- never discriminates nor harasses another student or staff member as defined in the Student Handbook.

Guidelines for Students Running for an Elected Office

Candidates running for an elected office must comply with the following guidelines: Any student who fails to comply with these guidelines will be disqualified from running for that office.

- A candidate must maintain academic eligibility in accordance with the MIAA (A student must secure during the last marking period preceding the contest a passing grade, and full credit, in the equivalent of four 5 credit courses).
- A candidate must be in good standing with his/her class/organization. All dues must be paid before taking out nomination papers, as well as having participated in the majority of the class/organization's activities.
- A student is not allowed to hold office in more than one of the following organizations: Class Office, Student Council, or the National Honor Society.
- All candidates must attend an informational meeting prior to taking out nomination papers.
- No items are to be handed out as part of any campaign.
- All signs/posters must be approved by the Assistant Principal before they are allowed to be displayed.
- All signs/posters may only be hung in the cafeteria.
- All signs/posters must be removed by the day following the election.
- Candidates may begin campaigning on the day when nomination papers become available.
- All candidates must deliver a speech on the day of the election assembly. They must not exceed three minutes in length. All speeches must be submitted to their class advisor before the end of the school day prior to the election assembly. Candidates must never berate or verbally attack another candidate's character, family, or accomplishments. All candidates must be respectful of other candidates at all times.
- If a candidate is absent on the day of the election assembly, the advisor will acknowledge to the class that he/she is a candidate for that office. No speech will be given on behalf of that candidate.
- Candidates are responsible for securing the names of 25 signatures from members of their class. All nomination papers must be turned in to their advisor by 2:15PM on the last day that nomination papers are due.

Interscholastic Athletics

All student-athletes are governed by regulations established by the Massachusetts Interscholastic Athletic Association (MIAA) in which all Massachusetts high schools hold memberships. The MIAA organization ensures standardized and fair regulations by which all schools must abide by. Athletic activities are further governed by the district membership (District E) and the Southern Worcester County League (SWCL).

Athletic Mission Statement

The Auburn Athletic program initiative will create an environment in which every Auburn student-athlete, coach, official, and spectator is committed to the true spirit of competition through respect, integrity, responsibility, leadership, and sportsmanship. Auburn athletics recognizes and accepts the opportunity that sports provide for developing character and leadership potential and in making a difference in the education of our youth.

Purpose and Goal of Auburn Athletics

When looking back at the history of Auburn athletics, several consistencies are apparent. These would include its dedication to academic achievement along with athletic excellence. Also apparent, are the program's role in providing equal opportunities for all student-athletes. Above all, there is an expectation of ethical behavior and a commitment to scholarship, sportsmanship, and leadership. Throughout our school's history, administrators, coaches, athletes, and parents have used athletics as a vehicle for character development. Our goal, through participation, education, and community involvement, is to continue to develop an atmosphere of integrity. Character and cooperation will embellish our youth as they compete in athletics and life. Our athletic program should instill a positive attitude, leadership skills, pride of accomplishment, loyalty to others, and self-discipline.

We believe that every student athlete in our program should be given the opportunity and should be encouraged to compete in as many athletic opportunities as offered within the system as they choose.

Athletic Participation

Students and parents should recognize that participation in the athletic program is not a right of all students, but rather a privilege to those selected individuals who possess the ability, attitude, disposition, cooperative spirit, and desire to represent the Auburn community in a favorable manner. As with all school privileges, it is important to remember that the school reserves the right to revoke the privilege of any participant who does not conduct himself/herself in an acceptable manner.

Team Selection and Game Playing Time

The Auburn School District's athletic program is established to offer opportunities to student-athletes to compete on organized teams or as individuals against student-athletes from other high schools. The structure of athletic teams and possible facility constraints may require coaches to limit the number of student-athletes representing the school in seasonal competition. Depending on the number of athletes interested in joining a team, in some sports, it may be necessary to make cuts to reduce the squad to a manageable size. The coach and staff has the sole responsibility of selecting student-athletes to compete on athletic teams and to determine the amount of playing time each athlete receives during the season.

Problem Resolution

In the event that a student-athlete or parent/guardian has a concern about policies or procedures outlined in this handbook, the concern should be brought to the attention of the following staff members in the order in which they are listed:

1. Head Coach
2. Athletic Director
3. Assistant Principal
4. Principal
5. Superintendent

It is imperative that this chain of command is followed. Communication is the key in avoiding problems and conflicts. Parents have a right to understand what expectations are placed on their child. This begins with clear communication from the coach. To be successful, communication is vital and requires involvement, dedication, sacrifice, and commitment from all involved. Issues that should not be discussed with coaches include playing time, team strategy, play calling, and other student-athletes.

Student-Athlete Behavior

Each student-athlete is expected to demonstrate and encourage in others behaviors which reflect good sportsmanship:

- A. Any athlete who before, during, or after a contest enters into a physical confrontation with an official, coach, opponent, spectator, or teammate will be immediately suspended from the sport pending an outcome of a conference held with the athlete, his/her parent/guardian, the coach, the athletic director, and a school administrator. Fighting will be considered a serious violation of the athletic code of conduct.
- B. Verbal abuse of officials, other players or coaches by a student-athlete may result in immediate dismissal from the team for the remainder of the season.
- C. Each student will stand at attention during the national anthem until it is completed.
- D. Student-athletes must travel to and from contests on the team bus, accompanied by the coach unless special arrangements are made with the coach and athletic director.
- E. The following behaviors will be considered serious violations of the athletic code and school rules and may result in suspension or dismissal from an athletic team:
 - Civil or criminal law infraction
 - Infraction of school rules requiring administrative action
 - Misconduct by an athlete that is potentially detrimental to the athletic program, school, or school district
 - Athletes who are on suspension from school are also suspended from participating in practices and/or contests until the suspension has been served.

MIAA Rules for Student-Athletes

The following two (2) rules fall into an area that the athletic department deals with on a frequent basis:

- A. #42 - Bona Fide Team Rule (Loyalty to the High School Team) A bona fide team member of the school team is a student who is consistently present for, and actively participates in, all high school team sessions (e.g. practices, tryouts, competitions). Bona fide team members of a school team are precluded from missing a high school activity/event in any sport or competition in

order to participate in a non-school athletic activity/event recognized by the MIAA. Any student athlete who violates this standard on the first offense is ineligible for 25% of the remaining contests immediately upon confirmation of the violation. A second offense will result in a suspension for 25% of the remaining contests and will be ineligible from tournament participation.

- B. Student Eligibility - Chemical Health (Alcohol/Drugs/Tobacco) From the first allowable day of fall practice through the end of the academic year or final athletic competition of the year, whichever is later, a student shall not, regardless quantity, use, consume, possess, buy/sell, or give away any beverage containing alcohol: any tobacco product, marijuana; steroids; or any controlled substance. Any student in violation of this policy will be subject to the penalty as outlined in the "Code of Conduct" section of this handbook. It is not a violation, however, for a student to be in possession of a legally defined drug specifically prescribed for the student's own use by his/her doctor.
- C. For further clarification regarding penalties associated with Rule 62, please refer to the MIAA Website @ www.MIAA.net (under Student Handbook on their home page).

Lockers in Locker Rooms

Lockers are the property of the school, loaned to students for their convenience. Therefore, lockers may be searched at any time for any reason, and students have no expectation of privacy in the contents of the locker. It is the student's responsibility to leave all of his/her valuables at home or to keep those valuables locked in a locker at all times. Lockers will be vacated at the end of each academic year/sport season. The school will not be responsible for personal property that was lost or stolen. Students should understand that the administration has the legal right to search lockers when there is evidence of reasonable suspicion.

Attendance

- A. Student-athletes must be present for school in order to participate in interscholastic events. If a student-athlete is unable to be in attendance for school on the day of an event, he/she may make an appeal to the assistant principal and athletic director.
- B. If absence is due to a family emergency or a situation beyond the student's control, special consideration will be made to help accommodate the student.
- C. Each student-athlete is expected to attend every practice. In the event an athlete must miss a practice, prior motivation to the coach is required.
- D. Any athlete who may feel the necessity to miss a practice for academic reasons is expected to personally notify the coach of the anticipated absence. Athletes will not be penalized for excused absences with advance notification.
- E. Athletes will not be excused from school disciplinary sanctions (detentions, etc.) to attend either practice or contests.

Team Captains

Selection as a captain of an athletic team is an honor. This student athlete then becomes an extension of the coaching staff. The captain's responsibilities begin when he/she is selected. Captains are expected to provide leadership and to set a positive example for other athletes and members of the school community. A team captain may be removed from the position by the coach if his/her behavior is not in keeping with the expectations.

To participate in athletics, you must:

- A. Be academically eligible to participate. Auburn High School requires that you pass the equivalent of 20 combined course credits. Academic eligibility is determined in the fall from the previous year's final grades. All freshmen are automatically eligible the first quarter of the year.
- B. Be medically cleared. This will require an up to date physical examination that is on record with the school nurse.
- C. Complete and return a "Blue Card" that requires the signature of the athlete, parent, school nurse, guidance counselor, and athletic director. This "Blue Card" is your ticket to participate in the first practice.

Athletic Equipment

Each student-athlete will be issued team equipment and uniforms. They then become responsible for the equipment and uniforms issued. Equipment should not be altered or changed from the way it was distributed without the consent of the coach. Safety is our number one priority in purchasing uniforms and equipment which means uniform needs will take a second place to safety equipment needs. Student-athletes must also return all issued equipment and uniforms at the end of the season. Reimbursement for equipment or uniforms not returned will be expected prior to that student participating in the start of another sport season.

Medical Needs and Concerns

We have the good fortune of having a full-time athletic trainer on staff. This will greatly assist in limiting injuries and returning athletes back into competitive condition. Student-athletes must also understand that sport involves the potential for injury which is inherent in all sports. Even with the best coaching and medical staff, use of the most advanced protective equipment, and strict observance of the rules, injuries are still a possibility. In the event of an accident or injury, the coach or the athletic trainer will complete an accident form and submit it to the building principal for record purposes.

Community Service Projects

All teams at all levels are required to complete a Community Service Project before the completion of that sport season.

Awards

At the conclusion of each sports season, student-athletes will be presented appropriate awards at our annual Letter Night. Athletic awards, including letters, certificates, and senior plaques are given to athletes at the discretion of the athletic department. All student-athletes, parents/guardians, and friends are encouraged to attend sports awards night programs.

Interscholastic Sports

There are 21 varsity sports played at Auburn High School. All sports are governed by the MIAA (Massachusetts Interscholastic Athletic Association).

FALL

BOYS

Cross Country
Football
Soccer
Golf
Football Cheerleading

GIRLS

Cross Country
Field Hockey
Soccer
Football Cheerleading

WINTER

BOYS

Basketball
Indoor Track & Field
Hockey
Basketball Cheerleading

GIRLS

Basketball
Indoor Track & Field
Basketball Cheerleading
Hockey

SPRING

BOYS

Baseball
Tennis
Track
Lacrosse

GIRLS

Softball
Tennis
Track
Golf
Lacrosse

Extracurricular Activities

Students who attend Auburn High 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. The following is a listing of the clubs and organizations available to all students attending Auburn High School:

- ❖ **Photography Club**
- ❖ **Science Olympiad**
- ❖ **Students of the Environment**
- ❖ **Fish and Game Club**
- ❖ **Model United Nations**
- ❖ **Yearbook**
- ❖ **Video Yearbook**
- ❖ **Art Club**
- ❖ **Leadership Committee**
- ❖ **Freshman Math Team**
- ❖ **Student Council**
- ❖ **Launch Pad**
- ❖ **Rockets to Rockets**
- ❖ **Ski Club**
- ❖ **Math Team**
- ❖ **International Club**
- ❖ **Dance Team**
- ❖ **Quiz Show**
- ❖ **National Honor Society**

Unexcused Absences/Suspensions

Students will not be allowed to participate in an extracurricular activity on the same day they are absent from school unless the absence has been approved in advance by the Principal. 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 failing any subjects must obtain administrative permission to attend field trips.

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 interest and good order of the school or for violating the contents of this handbook.

Loss of privileges may take the form of restrictions from attendance at school sponsored events held after school, such as tournaments, plays, dances, concerts, athletic events, 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.

Automobile Permits

Student parking is restricted to seniors and juniors who have registered for a parking permit from the office of the Athletic Director. Periodic checks of motor vehicles for parking stickers will take place to ensure that all students' vehicles are properly registered. Cars may be towed at the owner's expense if not properly registered. Student parking is a privilege that may be temporarily or permanently revoked by an administrator for violation of the school discipline code or attendance policy.

The following must be observed:

1. In order to receive a parking sticker, a student must present to the Athletic Director a valid driver's license and a copy of the registration of the vehicle which will be parked on school grounds.
2. Students must drive safely at all times and obey all traffic directions while on school property.
3. Students must ask permission from an administrator in order to go to their vehicles during the school day.

Students who violate the school's student motor vehicle policy will be subject to disciplinary action and revocation of driving privileges. Student automobiles parked on school grounds are subject to search when there is reasonable suspicion that the student is, or has been, in possession of contraband or other materials that violate the discipline code of Auburn High School or federal, state, or local law.

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.

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 LASS RULE; BUT MAY CHOOSE OFFICE REFERRAL INSTEAD. THE RULES THAT FOLLOW ARE MEANT TO FOSTER A SAFE, NURTURING EDUCATIONAL ENVIRONMENT. VIOLATION OF THE CODE OF CONDUCT IS CONSIDERED A

DISRUPTION OF THE SCHOOL COMMUNITY. FOR ANY VIOLATIONS OF MASSACHUSETTS STATE LAWS, POLICE MAY BE NOTIFIED AT THE DISCRETION OF THE HIGH SCHOOL ADMINISTRATION. THE WORD "DETENTION" AS DEFINED IN THIS CODE OF CONDUCT REFERS TO DETENTIONS THAT ARE SERVED EACH DAY OF THE WEEK INCLUDING SATURDAY AT THE DISCRETION OF THE ASSISTANT PRINCIPAL. FAILURE TO SERVE DETENTION WILL RESULT IN THE NUMBER OF HOURS DOUBLING WITH A POSSIBLE SUSPENSION (IN-SCHOOL OR OUT). DEPENDING ON THE NUMBER OF HOURS A MEETING WILL TAKE PLACE ON THE NEXT SCHEDULED SCHOOL DAY BETWEEN THE OFFENDING STUDENT AND ASSISTANT PRINCIPAL TO DETERMINE THE OUTCOME.

The word "suspension" as defined in the Code of Conduct refers to the occasion whereby a student is not allowed in school, on school property, or at any school sponsored activity during the period of suspension. The Principal or his designee sets the duration of a suspension. In lieu of being suspended, the Assistant Principal or Principal may opt for "in-school suspension". In this instance, the students report to school but are segregated from the school community for the length of the suspension.

The word "expulsion" is defined in this Code of Conduct refers to the permanent expulsion of a student from school, including school property and any school sponsored activity.

Student Discipline Issues

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. The decision of the Principal is final.

GENERAL INFRACTIONS

Items thrown/dropped from the second or third floor balcony will be handled on a case by case basis. Penalties may range from detention, suspension, up to expulsion. To be determined by the Principal or his designee. A distinction will be made between "throwing things" off the balcony versus "dropping" things off the balcony.

Tardy to School Individual teachers will set their own penalty

Misconduct/Horseplay (Class, Study Hall, Assembly, Cafeteria, Corridors, or on AHS Campus or other Auburn Public School Event)

1st Office Referral	1 hour
2nd Office Referral	2 hours
3rd Office Referral	3 horus

Teacher Disrespect/Inappropriate Language (not direct at teacher or staff member)

1st Office Referral	1 hour
2nd Office Referral	2 hours
3rd Office Referral	3 hours

Class Cut (Class, Home base, Activity/Advisory Period, Teacher Detention, Leaving Class w/o permission, being in an unauthorized area/not in the assigned classroom, etc..)

1st Offense	1 hour
2nd Offense	2 hours
3rd Offense	3 hours

Truancy/leaving campus w/o permission during school day

1st Offense	3 hours w/1 day suspension
2nd Offense	3 day suspension and a possible parent conference

Forgery (Parental notes, Medical Notes, etc....)

1st Offense	Minimum 1 hour
2nd Offense	Minimum 2 hours
3rd Offense	Minimum 3 hours

School Damage (unintentional) Clean up and repair or replace

Consuming food and/or beverages outside of the cafeteria (includes gum/candy)

1st Office Referral	1 hour
2nd Office Referral	2 hours
3rd Office Referral	3 hours

Asked to leave a class/report to office

Automatic one hour detention (pending teacher referral may result in more).

Electronic Devices

The use of electronic devices is prohibited during class time (unless being used to perform a classroom activity with permission by the teacher). Students may be allowed to listen to their iPods, or use cell phones during an activity/advisory period if the student is not involved in a scheduled activity.

1st Offense	1 hour
2nd Offense	2 hours
3rd Offense	3 hours

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

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	Minimum 1 day suspension
2nd Offense	Minimum 3 day suspension
3rd Offense	Minimum 5 day suspension

Inappropriate language (swearing) at teacher or staff member

1st Offense	Minimum 3 day suspension
2nd Offense	Minimum 5 day suspension
3rd Offense	Minimum 10 day suspension up to exclusion

Vandalism (Intentional, Willful Destruction of school or another student's property)

Each Offense:	Minimum 3 day suspension up to exclusion
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Theft

Each Offense:	Minimum 3 day up to exclusion
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Theft of food/beverages from Cafeteria

1st Offense	Minimum 1 day suspension
2nd Offense	Minimum 3 day suspension
3rd Offense	Minimum 5 day suspension and may result in loss of cafeteria privileges for the duration of the school year

Fireworks (Possession, Use, or Sale)

Each Offense:	Minimum 1 day suspension up to exclusion
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Pulling Fire Alarms of Tampering w/Fire Equipment (Alarm Covers, Extinguishers, etc.)

Each Offense:	Minimum 5 day suspension up to exclusion
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Setting Fires

Each Offense:	Minimum 10 day suspension up to exclusion
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Fighting

1st Offense	Minimum 3 day suspension up to exclusion
2nd Offense	Minimum 5 day suspension up to exclusion
3rd Offense	Minimum 10 day suspension up to exclusion

Bomb Threats

Offense	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 school 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

Horseplay/endangerment to others

Each Offense:	Minimum 1 day suspension up to exclusion
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Assault on Student

1st Offense	1-3 day suspension up to exclusion (depending on severity of incident).
2nd Offense	Minimum 5 day suspension up to exclusion (depending on severity of incident).

Assault (On School Personnel, Verbal or Physical)

Each Offense:	Minimum 5 days suspension up to exclusion
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Weapons (Possession of any object that could be used to injure another and has no school-related purpose)

Each Offense: Minimum 10 day suspension up to exclusion

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

Each Offense: Minimum 3 day suspension up to exclusion

Discrimination (Incidents against others for their race, color, sex, religion, national origin, sexual orientation and disability)

1st Offense	Minimum 3 day suspension
2nd Offense	Minimum 5 day suspension
3rd Offense	Minimum 10 day suspension up to exclusion

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 high 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 3 day suspension
2nd Offense	Minimum 5 day suspension
3rd Offense	Minimum 10 day suspension up to exclusion

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. Although bullying generally involves a pattern of behavior directed at the victim, a single event, depending on severity, can be considered a violation.

1st Offense	Minimum 3 day suspension
2nd Offense	Minimum 5 day suspension
3rd Offense	Minimum 10 day suspension up to exclusion

Smoking, Tobacco Use, Possession of Tobacco products (excluding Marijuana), e-cigarettes, vapes, jules, playing with lighters, etc....(IN BUILDINGS, ON FIELD TRIPS, DURING OUTDOOR CLASS, AT SCHOOL SPONSORED ACTIVITY, OR ON AUBURN HIGH SCHOOL GROUNDS)

Each Offense minimum 3 day suspension

Substance Abuse of Marijuana/Marijuana Paraphernalia/Marijuana Ingredients

Possession, being under the influence, sale or distribution at school or at school-related activities
Each offense minimum 5 day suspension

Substance Abuse of Alcohol

Possession being under the influence, sale or distribution at school or at school-related activities
Each offense minimum 5 day suspension

Substance Abuse of Illegal Drugs

Possession, being under the influence, sale or distribution of illegal or prescription medications at school or at school-related activities.

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

General Disruption/Disrupting a School Assembly

Any activity that disrupts should including, but not limited to, any verbal or written abuse of student, teacher, administrator, or other school personnel, and is not listed in the Code of Conduct may be punished with detentions, out-of-school suspension up to exclusion at the discretion of the principal or his designee.

STUDENT MANAGEMENT ISSUES THAT REQUIRE DETAILED EXPLANATION/IMPORTANT POLICIES

Use of the Cafeteria and 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 the tables. Good manners should be used at all times. Students are not permitted to leave the cafeteria for lunch; nor are students allowed to call for take-out 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. Students are to remain in the cafeteria until dismissal by the administrator or teacher in charge. Violation of cafeteria policy will result in detention or suspension.

After School an Evening Activities

Students should not loiter in the building after school hours. Students who are in the building when no scheduled activities are planned will be given an office detention. Our school social activities and events are solely for Auburn High 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. Students must leave school grounds upon leaving the social activity.

Handbags and clothing may be searched upon entering the social activity.

Special activities at the school usually end no later than 10:00p.m. Tickets may be sold in advance. Students are permitted to invite guests to attend school events but only with the prior approval of the Assistant Principal.

Bus Transportation: Rules and Regulations

It is a privilege to ride the school 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 during their time on the bus if there was an intrinsic connection between what had occurred during the school day, and the off-campus misconduct. The bus driver shall be considered to have the same authority as a teacher in the classroom. Please note that buses may have surveillance equipment installed.

The following Rules of Behaviour while riding the bus are for your safety:

1. Remain well back from the roadway while awaiting the arrival of the bus. Refrain from throwing things or playing at a bus stop.
2. Students shall enter the bus in an orderly fashion and go directly to a seat and remain seated until the destination is reached.
3. There shall be no littering or defacing of buses.
4. No shouting, vulgar language, roughhousing or throwing things in or out of the bus.
5. Students shall keep their hands, arms and heads inside the bus. No standing on school buses while the bus is in motion.
6. Students shall be picked up and unloaded only at regularly scheduled stops.
7. All articles such as athletic equipment, books, instruments, etc., must be kept out of the aisles.
8. **PLEASE NOTE:** The emergency door must be used for emergencies only. Do not touch safety equipment on the bus.
9. It is essential that each student cooperate with the bus driver for the safety of all concerned.
10. Smoking is not permitted at any time on the bus.
11. Eating food on the bus is not permitted.
12. Alcohol or drug use is not permitted on a school bus.
13. 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 a 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 grade 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 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.

AHS 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 high school. Violators of the Auburn High School Code of Conduct as listed in the AHS Student Handbook may be subject to suspension from athletic contests for a time to be determined by the AHS administration.

Dance Policy

All dances are held exclusively for all Auburn High School students unless otherwise advertised. Any guests brought to the dance are to conduct themselves accordingly. Students are responsible for their guest's conduct. Any person leaving the dance may not return. Guests should be pre-registered with the Assistant Principal's office prior to the dance.

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 High 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 be worn.
- 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.

Any student who is in violation of the dress code will be asked to alter their appearance to be in compliance with school policy. 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.

Bullying Policy

Bullying and harassment are major distractions from learning. The grades of the victims can suffer. Fear can lead to chronic absenteeism, truancy, or even dropping out of school. Bystanders feel both guilty and helpless for not standing up to the bully.

Bullying of any type has no place in a school setting. Auburn High School will endeavor to maintain a learning and working environment free of bullying.

Bullying is defined as the act of one or more individuals intimidating one or more persons through verbal, physical, mental, or written interactions. Bullying can take many forms and can occur in virtually any setting. It can create unnecessary and unwarranted anxiety that will affect attending school, walking in corridors, eating in cafeterias, playing in the schoolyard or recreation areas, participating in or attending special and extracurricular activities, or riding on the bus to and from school each day.

Examples of bullying include but are not exclusive to:

1. Intimidation, either physical or psychological
2. Threats of any kind, stated or implied
3. Assaults on students, including those that are verbal, physical, psychological and emotional.
4. Attacks on student property.

Bullying in the school building, on school grounds, on the bus or school sanctioned transportation, or at school-sponsored functions will not be tolerated and will be grounds for disciplinary action up to and including suspension and expulsion for students, and termination for employees.

Allegations of harassment, including bullying, should promptly be brought to the attention of the Assistant Principal for investigation.

Field Trip/Class Trip Policy

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 require approval from the Superintendent and School Committee two months in advance of the proposed trip.

Any student who goes on a field trip/class trip sponsored by the school is a representative of Auburn High 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. Students must wear appropriate attire as suggested by the chaperone(s).

The principal, or his designee, reserves the right to disallow 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/disallowing student attendance on a field/class trip. In the case of a student with a disability, the team will convene to see if the behavior which is excluding the student from participation in the field trip is a manifestation of the student's disability.

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 insubordination 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 the event.

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 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 the issue remains unresolved after discussing it at the departmental level, parents are urged to contact the principal to discuss the situation. The principal's decision is final.

Student Guests

Auburn High School students are permitted to bring one guest during the school year from outside our high school with prior permission from our Assistant Principal or Principal. The following guidelines must be adhered to before approval is granted:

- An AHS student may only register one guest at a time
- The AHS student will be responsible for the behavior of his/her guest
- The guest will be subject to the same rules as contained in the AHS Student Handbook/Planner
- The Assistant Principal will contact the parents/guardians of the guest prior to the visit
- The guest form must be completed and returned before the visit

School Safety

Ensuring student safety is the highest priority of all administrators, teachers and parents. The administration will assess school safety annually and include measures to address security as part of their School Improvement Plan.

Student Lockers

Lockers are the property of the school, loaned to students for their convenience. Therefore, lockers may be searched at any time for any reason, and students have no expectation of privacy in the contents of the locker. Locks are passed out only when asked for. If the lock is misplaced, students will be required to purchase another lock from the office of the Assistant Principal. Students should keep their lockers secured at all times. Lockers should not be banged, kicked, defaced, or otherwise damaged. Locker decorations must not be offensive or adhesive. Ordinarily, students should go to their lockers only during passing times. Students are reminded not to be victimized by acts of vandalism. Be proactive and protect your valuables.

Restricted Areas

Both parking lots and the areas beyond the lots are off limits during school hours. Students are not permitted in the halls, auditorium, stairwells, locker rooms, and balcony areas during classes without a pass. If a student is reported to the office, detention will be assigned. During lunch periods, students who are at lunch are restricted to the cafeteria area.

Student Searches

A student may be searched by the Principal, Assistant Principal or a teacher 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, given the age and sex of the student as well as the nature of the infraction.

K-9 Use in Auburn High School

At the discretion of the principal (of his designee), Auburn Police Department K-9 units (or other units provided by other law enforcement agencies) may be deployed to assist school personnel 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.

Skateboards and Roller Blades

Skateboards and roller blades are not permitted for use before, during, or after the school day anywhere on school property.

School "Skip" Days

Please be aware that there is no provision for "skip days". Days out of school without consent are unexcused absences and will result in possible loss of credit, revocation of attendance at social functions, detentions, suspensions or other action deemed appropriate by the building principal.

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 that 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. The student will receive a zero for the plagiarized work with no opportunity for making up the work or extra credit to offset the zero, and risk eligibility or dismissal from the National Honor Society if appropriate.

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 or left in lockers without securing it with a lock. Any left should be immediately reported to the office. **Locks are available at the main office for any students who wish to utilize one.**

Throwing/Dropping Foreign Objects from Balcony

At no time are students permitted to throw anything at or to each other while on school property. Students are also not allowed to drop or throw anything from balconies. Students who are caught doing this will be disciplined at the discretion of the Principal or his designee.

Use of a Breathalyzer

The administration or a trained designee may administer breathalyzer tests to students (and their guests) who attend certain school-sponsored events (proms, dances, concerts, overnight activities, athletic events, etc.) The administration reserves the right to decide at which school-sponsored events the breathalyzer test will be administered. The administration or a trained designee will also administer a breathalyzer test during the school day to any student who is suspected to be under the influence of alcohol or who is suspected to have consumed alcohol.

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 media

SCHOOL DISCIPLINE POLICY

tion, 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:
 - 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;
 - vi. The right of the parent and student to interpreter services at the hearing; and
 - vii. 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 make a determination as to whether the student committed the disciplinary offences 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.
- 5. 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.
- 2. 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 making a determination to suspend the student.
- 3. 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.
- 4. 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.
- 5. 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.
- 6. The principal shall make a determination 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.
- vi. 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 school work 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 I: School Sponsored Events

1. The administration will determine the manner by which students will be tested: entire group or random selection. The administrator or trained designee present at such events has the authority to test and retest any individual suspected of being under the influence of alcohol even if the student has a negative test upon entering the event.
2. Students attending the school-sponsored events may be required to take a breathalyzer test administered by a trained member of the staff prior to entering the event.
 - a) If a positive occurs (anything above 0.00), the student will be denied entrance to the event, detained by school officials until parents/guardians arrive, and face a minimum suspension of five days from school. The duration of the suspension will be at the discretion of the administration.
 - b) Students who refuse the test will be denied entrance to the event, detained by school officials until parents/guardians arrive, and face a minimum suspension of three days from school. The duration of the suspension will be at the discretion of the administration.
 - c) Additional occurrences of being under the influence of alcohol/refusing to take a breathalyzer test will result in loss of attendance at co-curricular events for a time period to be determined by the principal.
3. A student already in attendance at a school-sponsored event suspected of being under the Influence will be tested or retested as specified above.
 - a) If a positive occurs (anything above 0.00), the student will be until parents/guardians arrive, and will face a minimum suspension of five days from school. The duration of the suspension will be at the discretion of the administration.
 - b) If a student who is suspected of using alcohol refuses the test, the student will be detained and sent home with a parent/guardian and will be suspended for a minimum of three days from school. The duration of the suspension will be at the discretion of the administration.
 - c) Additional occurrences of being under the influence of alcohol/refusing to take a breathalyzer test will result in loss of attendance at co-curricular events for a time period to be determined by the principal.

Part II: During the School Day

A trained member of the school staff, in the presence of an administrator, may give any student who is suspected of being under the influence of alcohol (or who is suspected of having consumed alcohol) a breathalyzer test.

1. A student will test positive with any reading above 0.00. The student will be detained until parent/guardian arrives and will face a minimum suspension of three days from school. The duration of the suspension will be at the discretion of the administration.
2. A student who is suspected of being under the influence of alcohol or who is suspected of having consumed alcohol and who refuses the test will be detained until the parent/guardian arrives, sent home and be suspended for a minimum of five days from school. The duration of the suspension will be at the discretion of the administration.
3. Additional occurrences of being under the influence of alcohol/refusing to take a breathalyzer test will result in a minimum suspension as outlined in the student conduct code.

Weapons on School Grounds

Chapter 150 of the Acts of 1987 added the following paragraph to G.L. c71, s.10. Whoever is not a law enforcement officer, and notwithstanding any license obtained by him under the provisions of of chapter one hundred and forty, carried on his person a firearm as hereinafter defined, loaded or unloaded, in any building or on the grounds of any secondary school, college or university without the written authorization of the board or officer in charge of such secondary school, college or university shall be punished by a fine of not more than one year, or both. For the purpose of this paragraph, "firearm" shall mean any pistol, revolver, rifle or smoothbore arm from which a shot, bullet or pellet can be discharged by whatever means.

Auburn High School Policies Regarding Conduct of Teachers or Students (MGL Ch. 71 S. 37H)

The superintendent of every school district shall publish the district's policies pertaining to the conduct of teachers and students. Said policies shall prohibit the use of any tobacco products within the school buildings, the school facilities or on the school grounds or on school buses by any individual, including school personnel. Said policies shall further restrict operators of school buses and personal motor vehicles, including students, faculty, staff and visitors, from idling such vehicles on school grounds, consistent with section 16B of chapter 90 and regulations adopted pursuant thereto and by the department. Copies of these policies shall be provided to any person upon request and without cost by the principal of every school within the district.

In each school building containing the grades nine to twelve, inclusive, the principal, in consultation with the school council, shall prepare and distribute to each student a student handbook setting forth the rules pertaining to the conduct of students. The school council shall review the student handbook each spring to consider changes in disciplinary policy to take effect in September of the following school year, but may consider policy at any time. The annual review shall cover all areas of student conduct, including but not limited to those outlined in this section. Notwithstanding any generator special law to the contrary, all student handbooks shall contain the following provisions:

- a) Any student who is found on school 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, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.
- b) 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.

- c) Any student who is charged with a violation of either paragraph (a) or (b) 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.
- d) 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 provision of this section.

Auburn High School Felony Expulsion Policy (MGL Ch.71 S.37 H ½)

- (1) Upon the 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 or headmaster of a school in which the student is enrolled may suspend such student for a period of time determined appropriate by said principal or headmaster if said principal or headmaster 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 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.
- (2) Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such a felony or felony delinquency, the principal or headmaster of a school in which the student is enrolled may expel said student if such principal or headmaster 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 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 decision with regard to the explosion. Upon expulsion of such a student, no student or school district shall be required to provide educational services to such student.

MGL Section 37 H3/4

- (a) This section shall govern the suspension and expulsion of students enrolled in a public school in the commonwealth who are not charged with a violation of subsections (a) or (b) of section 37H or with a felony under section 37H1/2. 41 (b) Any principal, headmaster, superintendent or other person acting as a decision-maker at a student meeting or hearing, when deciding the consequences for the student, shall exercise discretion; consider ways to re-engage the student in the learning process; and avoid using expulsion as a consequence until other remedies and consequences have been employed. (c) For any suspension or expulsion under this section, the principal or headmaster of a school in which the student is enrolled, or a designee, shall provide, to the student and to the parent or guardian of the student, notice of the charges and the reason for the suspension or expulsion in English and in the primary language spoken in the home of the student.

The student shall receive the written notification and shall have the opportunity to meet with the principal or headmaster, or a designee, to discuss the charges and reasons for the suspension or expulsion prior to the suspension or expulsion taking effect. The principal or headmaster, or a designee, shall ensure that the parent or guardian of the student is included in the meeting, provided that such meeting may take place without the parent or guardian only if the principal or headmaster, or a designee, can document reasonable efforts to include the parent or guardian in that meeting. The department shall promulgate rules and regulations that address a principal's duties under this subsection and procedures for including parents in student exclusion meetings, hearings or interviews under this subsection. (d) If a decision is made to suspend or expel the student after the meeting, the principal or headmaster, or designee, shall update the notification for the suspension or expulsion to reflect the meeting with the student. If a student has been suspended or expelled for more than 10 school days for a single infraction or for more than 10 school days cumulatively for multiple infractions in any school year, the student and the parent or guardian of the student shall also receive, at the time of the suspension or expulsion decision, written notification of a right to appeal and the process for appealing the suspension or expulsion in English and in the primary language spoken in the home of the student; provided, however, that the suspension or

expulsion shall remain in effect prior to any appeal hearing. The principal or headmaster or a designee shall notify the superintendent in writing, including, but not limited to, by electronic means, of any out-of-school suspension imposed on a student enrolled in kindergarten through grade 3 prior to suspension taking effect. That notification shall describe the student's alleged misconduct and the reasons for suspending the student out-of-school. For the purposes of this section, the term "out-of-school suspension" shall mean a disciplinary action imposed by school officials to remove a student from participation in school activities for 1 day or more. (e) A student who has been suspended or expelled from school for more than 10 school days for a single infraction or for more than 10 school days cumulatively for multiple infractions in any school year shall be the right to appeal the suspension or expulsion to the superintendent. The student or parent or guardian of the student shall notify the superintendent in writing of a request for an appeal not later than 5 calendar days following the effective date of the suspension or expulsion; provided, that a student and a parent or guardian of the student may request, and if so requested, shall be granted an extension of up to 7 calendar days. The superintendent or a designee shall hold a hearing with the student and the parent or guardian of the student within 3 school days of the student's request for an appeal; provided that a student or a parent or guardian of the student may request and, if so requested, shall be granted an extension of up to 7 calendar days; provided further, that the superintendent, or a designee, may proceed with a hearing without a parent or guardian of the student if the superintendent, or designee, makes a good faith effort to include the parent or guardian. At the hearing, the student shall have the right to present oral and written testimony, cross-examine witnesses and shall have the right to counsel. The superintendent shall render a decision on the appeal in writing within 5 calendar days of the hearing. That decision shall be the final decision of the school district with regard to the suspension or expulsion. (f) No student shall be suspended or expelled from a school or school district for a time period that exceeds 90 school days, beginning the first day the student is removed from an assigned school building.

Federal Education Right to Privacy Act (FERPA)

23.1: Application of Rights

603 CMR 23.00 is promulgated to insure parents' and students' rights of confidentiality, inspection, amendment, and destruction of student records and to assist local school systems in adhering to the law. 603 CMR 23.00 should be liberally construed for these purposes.

- (1) These rights shall be the rights of the student upon reaching 14 years of age or upon entering the ninth grade, whichever comes first. If a student is under the age of 14 and has not yet entered the ninth grade, these rights shall belong to the student's parents.
- (2) If a student is from 14 through 17 years of age or has entered the ninth grade, both the student and he/her parent, or either one acting alone, shall exercise these rights.
- (3) If a student is 18 years of age or older, he/she shall alone exercise these rights, subject to the following. The parent may continue to exercise the rights until expressly limited by such a student. Such a student may limit the rights and provisions of 603 CMR 23.00 which extend to his/her parent, except the right to inspect the student record, by making such request in writing to the school principal or superintendent of schools who shall honor such request and retain a copy

of it in the student record. Pursuant to M.G.L. c. 71, section 34E, the parent of a student may inspect the student record regardless of the student's age.

- (4) Notwithstanding 603 CMR 23.0 (1) and 23.0 (2), nothing shall be construed to mean that a school committee cannot extend the provision of 603 CMR 23.00 to students under the age of 14 or to students who have not yet entered the ninth grade.

23.2: Definition of Terms

The various terms as used in 603 CMR 23.00 are as defined below:

Access shall mean inspection or copying of a student record, in whole or in part.

Authorized school personnel shall consist of three groups:

- (a) School administrators, teachers, counselors and other professionals who are employed by the school committee or who are providing services to the student under an agreement between the school committee and a service provider, and who are working directly with the student in an administrative, teaching counseling, and/or diagnostic capacity. Any such personnel who are not employed directly by the school committee shall have access only to the student record information that is required for them to perform their duties.
- (b) Administrative office staff and clerical personnel, including operators of data processing equipment or equipment that produces microfilm/microfiche, who are either employed by the school committee or are employed under a school committee service contract, and whose duties require them to have access to student records for purposes of processing information for the student record. Such personnel shall have access only to the student records information that is required for them to perform their duties.
- (c) The Evaluation Team which evaluates a student.

Eligible student shall mean any student who is 14 years of age or older or who has entered 9th grade unless the school committee acting pursuant to CMR 23.01(4) extends the rights and provisions of 603 CMR 23.00 to students under the age of 14 or to students who have not yet entered 9th grade.

Evaluation Team shall mean the team that evaluates school-age children pursuant to M.G.L. c. 71B (St. 1972, c. 766) and 603 CMR 28.00.

Parent shall mean a student's father or mother, or guardian, or person or agency legally authorized to act on behalf of the student in place of or in conjunction with the father, mother, or guardian. Any parent who by court order does not have physical custody of the student, is considered a non-custodial parent for purposes of M.G.L. c.71, § 341H and 603 CMR 23.00. This includes parents who by court order do not reside with or supervise the student, even for short periods of time.

Release shall mean the oral or written disclosure, in whole or in part, of information in a student record.

School-age children with special needs shall have the same definition as that given in M.G.L. c.71B (St. 1972, c.766) and 603 CMR 28.00.

School committee shall include a school committee, a board of trustees of charter school, a board of trustees of a vocational-technical school, a board of directors of an educational collaborative and the governing body of an M.G.L. c. 71B (Chapter 766) approved private school.

Student shall mean any person enrolled or formerly enrolled in a public elementary or secondary school or any person age three or older about whom a school committee maintains information. The term as used in 603 CMR 23.00 shall not include a person about whom a school committee maintains information relative only to that person's employment by the school committee.

The student records shall consist of the transcript and the temporary record, including all information recording and computer tapes, microfilm, microfiche, or any other materials regardless of physical form or characteristics concerning a student that is organized on the basis of the student's name or in a way that such student may be individually identified, and that is kept by the public schools of the Commonwealth. The term as used in 603 CMR 23.00 shall mean all such information and materials regardless of where they are located, except for the information and materials specifically exempted by 603 CMR 23.04.

The temporary record shall consist of all the information in the student records that is not contained in the transcript. This information clearly shall be of importance to the educational process. Such information may include standardized test results, class rank (when applicable), extracurricular activities, and evaluations by teachers, counselors, and other school staff.

Third party shall mean any person or private or public agency, authority, or organization other than the eligible student, his/her parent, or authorized school personnel.

The transcript shall contain administrative records that constitute the minimum data necessary to reflect the student's educational progress and to operate the educational system. These data shall be limited to the name, address, and phone number of the student; his/her birthdate; name, address, and phone number of the parent or guardian; course titles, grades (or the equivalent when grades are not applicable), course credit, grade level completed, and the year completed.

23.3: Collection of Data: Limitations and Requirements

All information and data contained in or added to the student records shall be limited to information relevant to the educational needs of the student. Information and data added to the temporary records shall include the name, signature, and position of the person who is the source of the information, and the date of entry into the record. Standardized group test results that are added to the temporary record need only include the name of the test and/or published, and date of testing.

23.4: Personal Files of School Employees

The term student record does not include notes, memory aids and other similar information that is maintained in the personal files of a school employee and is not accessible or revealed to authorized school personnel or any third party. Such information may be shared with the student, parent or a temporary substitute of the maker of the record, but if it is released to authorized school personnel it becomes part of the student records subject to all the provisions of 603 CMR 23.00.

23.5: Privacy and Security of Student Records

- (1) The school principal or his/her designee shall be responsible for the privacy and security of all student records maintained in the school.
- (2) The superintendent of schools or his/her designee shall be responsible for the privacy and security of all student records that are not under the supervision of a school principal, for example, former students' transcripts stored in the school department's central administrative offices or student records of school-age children with special needs who have not been enrolled in a public school.
- (3) The principal and superintendent of schools shall ensure that student records under their supervision are kept physically secure, that authorized school personnel are informed of the provisions of 603 CMR 23.00 and M.G.L. c.71, § 34H and are educated as to the importance of information privacy and confidentiality; and that any computerized systems employed are electronically secure.

23.6: Destruction of Student Records

- (1) The student's transcript shall be maintained by the school department and may only be destroyed 60 years following his/her graduation, transfer, or withdrawal from the school system.
- (2) During the time a student is enrolled in a school, the principal or his/her designee shall periodically review and destroy misleading, outdated, or irrelevant information contained in the temporary records provided that the eligible student and his/her parent are notified in writing and are given opportunity to receive the information or a copy of it prior to its destruction. A copy of such notice shall be placed in the temporary records.
- (3) The temporary record of any student enrolled on or after the effective date of 603 CMR 23.00 shall be destroyed no later than seven years after the student transfers, graduates, or withdraws from the school system. Written notice to the eligible student and his/her parent of the approximate date of destruction of the record and their right to receive the information in whole or in part, shall be made at the time of such transfer, graduation, or withdrawal. Such notice shall be in addition to the routine information letter required by 603 CMR 23.10.
- (4) In accordance with M.G.L. c.71, section 87, the score of any group intelligence test administered to a student enrolled in a public school shall be removed from the records of said students at the end of the school year in which such test was administered.

23.7: Access to Student Records

- (1) Log of Access. A log shall be kept as part of each student's record. If parts of the student record are separately located, a separate log shall be kept with each part. The log shall indicate all persons who have obtained access to the student record, stating: the name, position and signature of the person releasing the information; the name, position and, if a third party, the affiliation if any, of the person who is to receive the information; the date of access; the parts of the record to which access was obtained; and the purpose of such access. Unless student record information is to be deleted or released, this log requirement shall not apply to:
 - (a) authorized school personnel under 603 CMR 23.02(9) (a) who inspect the student record;

- (b) administrative office staff and clerical personnel under 603 CMR 23.02(9) (b), who add information to or obtain access to the student record; and
 - (c) school nurses who inspect the student health record.
- (2) Access to Eligible Students and Parents. The eligible student or the parent, subject to the provisions of 603 CMR 23.07 (5), shall have access to the student record. Access shall be provided as soon as practicable and within ten days after the initial request, except in the case of non-custodial parents as provided in 603 CMR 23.07 (5). Upon request for access, the entire student record regardless of the physical location of its parts shall be made available.
- (a) Upon request, copies of any information contained in the student record shall be furnished to the eligible student or the parent. A reasonable fee, not to exceed the cost of reproduction, may be charged. However, a fee may not be charged if to do so would effectively prevent the parents or eligible student from exercising their right, under federal law, to inspect and review the records.
 - (b) Any student, regardless of age, shall have the right pursuant to M.G.L. c.71, section 34A to receive a copy of his/her transcript.
 - (c) The eligible student or the parent shall have the right upon request to meet with professionally qualified school personnel and to have any of the contents of the student record interpreted.
 - (d) The eligible student or the parent may have the student record inspected or interpreted by a third party of their choice. Such third party shall present specific written consent of the eligible student or parent, prior to gaining access to the student record.
- (3) Access of Authorized School Personnel. Subject to 603 CMR 23.00, authorized school personnel shall have access to the student records of students to whom they are providing services, when such access is required in the performance of their official duties. The consent of the eligible student or parent shall not be necessary.
- (4) Access of Third Parties. Except for the provisions of 603 CMR 23.07(4)(a) through 23.07(4)(h), no third party shall have access to information in or from a student record without the specific, informed written consent of the eligible student or the parent. When granting consent, the eligible student or parent shall have the right to designate which parts of the student records shall be released to the third party. The eligible student or parent shall retain a copy of such consent and a duplicate placed in the temporary record. Except for information described in 603 CMR 23.07(4)(a), personally identifiable information from a student record shall only be released to a third party on the condition that he/hse will not permit any other third party to have access to such information without the written consent of the eligible student or parent.
- (a) A school may release the following directory information: a student's name, address, telephone listing, date and place of birth, major field of study, dates of attendance, weight and height of members of athletic teams, class, participation in officially recognized activities and sports, degrees, honors and awards and post-high school plans without the consent of the eligible student or parent; provided that the school gives public notice of the types of information it may release under 603 CMR 23.07 and allows eligible students and parents a

- reasonable time after such notice to request that this information not be released without the prior consent of the eligible student or parent. Such notice may be included in the routine information letter required under 603 CMR 23.10.
- (b) Upon receipt of a court order or lawfully issued subpoena the school shall comply, provided that the school makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance.
 - (c) A school may release information regarding a student upon receipt of a request from the Department of Social Services, a probation officer, a justice of any court, or the Department of Youth Services under the provisions of M.G.L. c. 119, section 51B, 57, 69 and 69A respectively.
 - (d) Federal, state and local education officials, and their authorized agents shall have access to student records as necessary in connection with the audit, evaluation or enforcement of federal and state education law, or programs; provided that except when collection of personally identifiable data is specifically authorized by law, any data collected by such officials shall be protected so that parties other than such officials and their authorized agents cannot personally identify such students and their parents; and such personally identifiable data shall be destroyed when no longer needed for the audit, evaluation or enforcement of federal and state education laws.
 - (e) A school may disclose information regarding a student to appropriate parties in connection with a health or safety emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. This includes, but is not limited to, disclosures to the local police department and the Department of Social Services under the provisions of M.G.L. c. 71; section 37L and M.G.L. c.119, section 51A.
 - (f) Upon notification by law enforcement authorities that a student, or former student, has been reported missing, a mark shall be placed in the student record of such student. The school shall report any request concerning the records of the child to the appropriate law enforcement authority pursuant to the provisions of M.G.L. c. 22A, section 9.
 - (g) Authorized school personnel of the school to which a student seeks or intends to transfer may have access to such a student's record without the consent of the eligible student or parent, provided that the school the student is leaving, or has left, gives notice that it forwards student records to schools in which the student seeks or intends to enroll. Such notice may be included in the routine information letter required under 603 CMR 23.10.
 - (h) School health personnel and local and state health department personnel shall have access to student health records, including but not limited to immunization records, when such access is required in the performance of official duties, without the consent of the eligible student or parent.
- (5) Access Procedures for Non-Custodial Parents. As required by M.G.L. c. 71, § 34H, a non-custodial parent may have access to the student record in accordance with the

following provisions.

- (a) A non-custodial parent is eligible to obtain access to the student record unless:
 - 1. the parent has been denied legal custody based on a threat to the safety of the student or to the custodial parent, or
 - 2. the parent has been denied visitation or has been ordered to supervised visitation, or
 - 3. 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.
- (b) The school shall place in the student's record documents indicating that a non-custodial parent's access to the student's record is limited or restricted pursuant to 603 CMR 23.07(5)(a).
- (c) In order to obtain access, the non-custodial parent must submit a written request for the student record to the school principal.
- (d) Upon receipt of the request the school must 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 in 603 CMR 23.07 (5) (a).
- (e) The school must delete the electronic and postal address and telephone number of the student and custodial parent from student records provided to non-custodial parents. In addition, such records must be marked to indicate that they shall not be used to enroll the student in another school.
- (f) Upon receipt of a court order that prohibits the distribution of information pursuant to G.L. c. 71, §34H, the school shall notify the non-custodial parent that it shall cease to provide access to the student record to the non-custodial parent.

23.8: Amending the Student Record

- (1) The eligible student or the parent shall have the right to add information, comments, data, or any other relevant written material to the student record.
- (2) The eligible student or the parent shall have the right to request in writing deletion or amendment of any information contained in the student record, except for information which was inserted into that record by an Evaluation Team. Such information inserted by an Evaluation Team shall not be subject to such a request until after the acceptance of the Evaluation Team Education Plan, or, if the Evaluation Team Educational Plan 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:

- (a) If such a student or parent is of the opinion that adding information is not sufficient to explain, clarify or correct objectionable material in the student record, either student or 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.
- (b) 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 student or parent a decision in writing, stating the reason or reasons for the decision. If the decision is in favor of the student or parent, the principal or his/her designee shall promptly take such steps as may be necessary to put the decision into effect.

23.9: Appeals

- (1) In the event that any decision of a principal or his/her designee regarding any of the provisions contained in 603 CMR 23.00 is not satisfactory in whole or in part to the eligible student or parent, they shall have the right of appeal to the superintendent of schools. Requests for such appeal shall be in writing to the superintendent of schools.
- (2) The superintendent of schools or his/her designee shall within two weeks after being notified of such appeal (longer should the appellant request a delay) review the issues presented and render a written decision to the appellant, stating the reason or reasons for the decision. If the decision is in favor of the appellant, the superintendent of schools or his/her designee shall promptly take such steps as may be necessary to put the decision into effect.
- (3) In the event that the decision of the superintendent of schools or his/her designee is not satisfactory to the appellant in whole or in part, the appellant shall have the right of appeal to the school committee. Requests for such appeal shall be in writing to the chairperson of the school committee.
- (4) The school committee shall within four weeks after being notified of such appeal (longer should the appellant request a delay) conduct a fair hearing to decide the issues presented by the appellant.
 - (a) School officials shall have the burden of proof on issues presented by the appellant.
 - (b) The appellant shall have the right to be represented by an advocate of his/her choosing, to cross-examine witnesses, to present evidence, to make a tape or other recording of the proceedings, and to receive a written decision within two weeks after the hearing.
 - (c) If the appeal concerns statements by an employee of the school committee, such person(s) shall have the right to be present and to have an advocate of his/her

own choosing.

- (5) Nothing in 603 CMR 23.00 shall abridge or limit any right of ineligible student or parent to seek enforcement of 603 CMR 23.00 or the status regarding student records, in any court or administrative agency or competent jurisdiction.

23.10: Notification

- (1) At least once during every school year, the school shall publish and distribute to students and their parents in their primary language a routine information letter informing them of the following:
 - (a) The standardized testing programs and research studies to be conducted during the year and other routine information to be collected or solicited from the student during the year.
 - (b) The general provisions of 603 CMR 23.00 regarding parent and student rights, and that copies of 603 CMR 23.00 are available to them from the school.
- (2) In those school systems required under M.G.L. c.71A to conduct a bilingual program, all forms, regulations, or other documents regarding 603 CMR 23.00 that a parent receives or is required to receive shall be in the language spoken in the home of the student, provided that it is a language for which the school system is required to provide a bilingual program.

23.11: Monitoring

The Department of Education may, pursuant to a request by an eligible student or parent or on its own initiative, conduct reviews to insure compliance with 603 CMR 23.00. The school committee and the specific school(s) involved shall cooperate to the fullest extent with such review.

23.12: Severance Clause

The provisions of 603 CMR 23.00 are severable and should any section be found upon judicial review to exceed the authority of the State Board of Education, the remaining sections shall not be affected.

Military Access to Student Records

No Child Left Behind Act allows military access to student names and addresses. If a parent/guardian does not want a military representative to access, they can notify the school in writing and have their child's name removed from the mailing list.

Non-Custodial Parents Rights

As required by Massachusetts General Law Chapter 71, Section 34H, a non-custodial parent may have access to the student record in accordance with law and Department of Education Regulations. The school district will follow the law and the regulations developed by the Massachusetts Department of Education to standardize the process by which public schools provide student records to parents who do not have physical custody of their children

("non-custodial parents").

As required by M.G.L. c.71, § 34H, a non-custodial parent may have access to the student record in accordance with the following provisions.

- (a) A non-custodial parent is eligible to obtain access to the student record unless:
 - 1. The parent has been denied legal custody based on a threat to the safety of the student or to the custodial parent, or
 - 2. The parent has been denied visitation or has been ordered to supervised visitation, or
 - 3. 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.
- (b) The school shall place in the student's record documents indicating that a non-custodial parent's access to the student's record is limited or restricted pursuant to 603 CMR 23.07(5)(a).
- (c) In order to obtain access, the non-custodial parent must submit a written request for the student record to the school principal.
- (d) Upon receipt of the request the school must 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 he non-custodial parent is not eligible to obtain access as set forth in 603 CMR 23.07 (f) (a).
- (e) The school must delete the electronic and postal address and telephone number for the student and custodial parent from student records provided to non-custodial parents. In addition, such records must be marked to indicate that they shall not be used to enroll the student in another school.
- (f) Upon receipt of a court order that prohibits the distribution of information pursuant to G.L. c. 71, § 34H, the school shall notify the non-custodial parent that it shall cease to provide access to the student records to the non-custodial parent. LEGAL REF.: M.G.L. 71:34D; 71:34F; 71:34H 603 CMR 23.07 (5) Access Procedures for Non-Custodial Parents.

Policy on Disciplining Student with Special Needs

_____The I.E.P. for every special needs student will indicate whether the student can be expected to meet the regular discipline code or if the student's handicapping condition requires a modification. Any modifications will be described in the I.E.P.

Federal and state special education laws govern the disciplining of students with disabilities eligible for special education and the regulations promulgated thereunder. These laws include the Individuals with Disabilities Education Act, 20 U.S.C. 1401 et seq.; and Massachusetts General Laws, chapter 71 B and its implementing regulations, 603 C.M.R. 28.00.

Students with disabilities who violate school rules are subject to removal from their current

educational placement for up to ten (10) school days per year; to the extent that such a removal would be applied to students without disabilities, without a prior determination as to whether the misconduct is related to the student's disability.

School personnel may order a change in educational placement of a child with a disability to an appropriate Interim Alternative Educational Setting (IAES) that provides the student with a free appropriate public education for the same amount of time that a child without a disability would be subject to discipline, but for not more than forty-five (45) calendar days if the student:

- A. Carries or possesses a weapon to or at school, on school premises, or at a school function.
- B. Knowingly possesses or uses illegal drugs at school, a school function, or school sponsored event; or
- C. Sells or solicits the sale of controlled substances while at school, a school function, or school sponsored event.

Anytime school personnel seek to remove a student from his or her current educational placement for more than ten (10) days in any school year, this constitutes a "change of placement". A change of placement involves certain procedural protections under the IDEA, the federal special education law. These include, but are not limited to:

- A. If the school did not conduct a functional behavioral assessment and implement a behavioral intervention plan for such student before the behavior that resulted in the discipline, the school shall convene an IEP meeting to develop an assessment plan to address the behavior; or if the child already has a behavioral intervention plan, the IEP team shall review the plan and modify it, as necessary, to address the behavior.

- B. A review by the IEP Team of the relationship between the child's disability and behavior subject to the disciplinary action, which is often referred to as the Manifestation Determination.

School personnel may also seek an order from the Department of Education Bureau of Special Education Appeals (BSEA) placing a student in an IAES for up to forty-five (45) calendar days.

Parents/guardians and/or students, where appropriate, may request a hearing at the bureau of Special Education Appeals regarding a disciplinary action described above to challenge the interim alternative educational setting or the manifestation determination.

For a copy of the Massachusetts Department of Education brochure on Special Education Parents' Rights, available in many languages, visit www.doe.mass.edu/sped/parents or contact the Auburn School District Director of Special Education at (508) 832-7751.

Students on 504 Plans - Discipline

Section 504 of the Rehabilitation Act of 1973 is a federal statute which prohibits a qualified individual with a disability from being excluded from the participation in, denied the benefits of, or subjected to discrimination under any program or activity receiving Federal financial assistance because of his/her disability, 29 U.S.C. § 794 and its implementing regulations, 34 C.F.R. 104 et seq. School personnel may not suspend a

student on a 504 plan for more than ten (10) school days without first conducting a manifestation determination.

AN ACT REQUIRING SCHOOL COMMITTEES TO NOTIFY SCHOOL PERSONNEL OF REPORTING REQUIREMENT REGARDING CHILD ABUSE AND NEGLECT.

The school committee of each city, town or school district shall inform teachers, administrators and other professional staff of reporting requirements for child abuse and neglect as specified in sections fifty-one A to fifty-on F, inclusive of chapter one hundred and nineteen.

Rehabilitation Act of 1973

The Rehabilitation Act of 1973 commonly referred to as “Section 504” is a non-discrimination statute enacted by the United States Congress. One purpose of the Act is to prohibit discrimination and to assure that disabled students have educational opportunities and benefits equal to those provided to non-disabled students.

An eligible student under Section 504 is a student who (a) currently has, or (b) has a record of having, or (c) is regarded as having a physical or mental impairment which substantially limits a major life activity such as learning, self-care, walking, seeing, hearing, speaking, breathing, working or performing manual tasks.

DUAL ELIGIBILITY: Many students will be eligible for educational services under both Section 504 and the Individuals with Disabilities Education Act (IDEA/PL 94-142).

Students who are eligible under the IDEA/PL 94-142 have many specific rights that are not available to students who are eligible solely under Section 504. It is the purpose of this notice form to set out the rights assured by Section 504 to those disabled students who do not qualify under the IDEA/PL 94-142. The enabling regulations for Section 504 as set out in 34 CFR 104 provide parents and/or students with the following rights:

1. You have a right to be informed by the school district of your rights under Section 504. (the purpose of this notice form is to advise you of those rights). 34 CFR 104.32.
2. Your child has the right to a free appropriate public education designed to meet his/her individual educational needs as adequately as the needs of non-disabled students are met. 34 CFR 104.33.
3. Your child has the right to free educational services except for those fees that are imposed on non-disabled students or their parents. Insurers and similar third parties are not relieved from an otherwise valid obligation to provide or pay for services provided to a disabled student. 34 CFR 104.33.
4. Your child has a right to placement in the least restrictive environment. 34 CFR 104.34.
5. Your child has a right to facilities, services and activities that are comparable to those provided for non-disabled students. 34 CFR 104.34.
6. Your child has a right to an evaluation prior to an Initial Section 504 placement and any subsequent significant change in placement. 34 CFR 104.35.

7. Testing and other evaluation procedures must conform to the requirements of 34 CFR 104.35 as to validation, administration, areas of evaluation, etc. The district shall consider, as appropriate, information from a variety of sources, including aptitude and achievement tests, teacher recommendations, physical condition, social and cultural background, adaptive behavior, physical or medical reports, student grades, progress reports, parent observation, anecdotal reports, and other sources. 34 CFR 104.35.
8. Placement decisions must be made by a group of persons (i.e., the Section 504 Committee), including persons knowledgeable about your child, the meaning of the evaluation data, the placement options, and the legal requirements for least restrictive environment and comparable facilities. 34 CFR 104.35.
9. If eligible under Section 504, your child has a right to periodic formal or informal re-evaluations, generally every three years. 34 CFR 104.35.
10. You have the right to notice prior to any action by the district in regard to the identification, evaluation, or placement of your child. 34 CFR 104.36
11. You have the right to examine relevant records. 34 CFR 104.36
12. On Section 504 matters you have a right to file a complaint with the district's Section 504 Coordinator (or designee), who will investigate the allegations to the extent warranted by the nature of the complaint in an effort to reach a prompt and equitable resolution.
13. The Section 504 Coordinator for the Auburn Public Schools is: Mr. Philip Campbell, Director of Pupil Services, 5 West St., Auburn, MA 01501 (508) 832-7752.
14. If you wish to challenge the actions of the district's Section 504 Committee in regard to your child's identification, evaluation, or education placement, you should file a written Notice of Appeal with the district's Section 504 Coordinator after you receive written notice of the Section 504 Committee's action(s).
15. You may also request a hearing directly from the Massachusetts Bureau of Special Education Appeals in Malden (781) 338-6407. Specifically, you have the right to an impartial hearing with respect to the district's actions regarding your child's identification, evaluation, or educational placement, with opportunity for parental participation in the hearing and representation by an attorney. 34 CFR 104.36.
16. If you disagree with the decision of the impartial hearing office, you have a right to a review of that decision by a court of competent jurisdiction. 34 CFR 104.36
17. You must have a right to file a complaint with the Office for Civil Rights. The address of the Regional office that covers Massachusetts is:

Office for Civil Rights, Region 1

***U.S. Department of Education
John W. McCormack, POCH
Room 701
Boston, MA 02189-4557***

NON-DISCRIMINATION AND PROHIBITION AGAINST SEXUAL HARASSMENT

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 procedure, "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 discriminations and harassment seriously and will respond promptly to complaints. Where it is determined that harassing conduct which violates the law and this procedure, 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 are 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.
- Any action or speech that contributes to, promotes or results in a hostile or discriminatory environment to an individual or group described above.
- Any action or speech that is sufficiently severe, pervasive or persistent that it either (i) intervenes with or limits the ability of an individual or group (as described above) to participate in or benefit from a school program or activity of

the Auburn Public Schools; or (ii) creates an intimidating, threatening or abusive educational environment.

While it is not possible to list all circumstances that may be considered sexual harassment, the following are examples of conduct that violates the law and policy and which, if severe and pervasive, constitute sexual harassment. In each case, such a determination will depend upon the totality of the circumstances, including the severity of the conduct and its pervasiveness. Sexual harassment includes, but is not limited to:

- Unwelcome sexual advances, whether they involve physical touching or not.
- Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments.
- Sexual epithets, jokes, written or verbal references to sexual conduct, comments about an individual's body, comments about an individual's sexual activity, deficiencies, or prowess.
- Discussion of one's own sexual activities or inquiries into other's sexual experiences.
- Displaying sexually suggestive objects, pictures, cartoons.

The definitions of discrimination, harassment and sexual harassment are broad. In addition to the above examples, other unwelcome conduct, whether intended or not, that has the effect of creating a school environment that is hostile, offensive, intimidating, or humiliating to either male or female students may constitute discrimination, harassment and/or sexual harassment.

1. Reporting Complaints of Discrimination and Harassment

If any Auburn Public Schools student believes, in good faith, that he or she has been subjected to sexual harassment or any other form of harassment or discrimination described above, the individual has a right to file a complaint with the Auburn Public Schools. This may be done orally or in writing. Students may contact their teacher, guidance counselor, principal or assistant principal. The District will promptly and reasonably investigate allegations of bullying. The Director of Pupil Services is the district's Non-Discrimination Compliance and Complaint Officer. Staff members who observe incidents of harassment involving students shall report such incidents to the District's Non-Discrimination Compliance and Complaint Officer.

Please note that while these procedures relate to the Auburn Public Schools' policy of promoting an educational setting free from discrimination and harassment, including sexual harassment, these procedures are not designed nor intended to limit the Auburn Public School's authority to discipline or take remedial action for conduct which the Auburn Public Schools deems unacceptable.

A. General Policies

1. No reprisals or retaliation shall be invoked against any employee or any student for processing, in good faith, a complaint, either on an informal basis or formal basis, or for participating in any way in these complaint procedures.
2. No reprisals or retaliation shall be invoked against any employee or any student who, in good faith, has testified, assisted or participated in any manner in any investigations, proceeding, or hearing of a complaint or for otherwise participating in any way in these complaint procedures.

3. Whenever possible, a conference should be scheduled during a time that does not conflict with regularly scheduled work and/or school programs.
4. The Auburn Public Schools will work with an individual who files a complaint of discrimination or harassment; including conducting an investigation and holding conferences, in order to fairly and expeditiously resolve the complaint.

B. 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 at 5 West St., Auburn, MA 01501, (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 an 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 School will investigate any complaint no matter when it is filed. The student shall fill out a *Bullying, Discrimination and Hate Crimes Reporting/Complaint 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 School 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 CourtHouse, Boston, MA 02109-4557 or to the Massachusetts Commission Against Discrimination, One Ashburton Place, Boston, Massachusetts.

Massachusetts Commission Against Discrimination (MCAD)

Boston Office
One Ashburton Place, Room 601
Boston, MA 02108
Phone: 617-994-6000
TTY: 617-994-6196

Springfield Office
436 Dwight Street, Room 220
Springfield, MA 01103
Phone: 413-739-2145

United States Department of Education Office for Civil Rights

33 Arch Street, 9th FLR

Boston, MA 02110

Phone: 617-289-0111

Fax: 617-289-0150

Suspending Students with Special Needs

_____ Suspension shall be defined as any action that results in the removal of a student from the program (both in-school and out-of-school suspensions are included). The I.E.P. for every special needs student will indicate whether the student is expected to meet the regular discipline code or if a modification is required. If a modified discipline code is required, the I.E.P. will clearly define the terms of accommodations.

A student with special needs may not be suspended for more than ten (10) cumulative days in a school year except as provided in this policy.

When it is suspected that the suspension of a student with special needs will accumulate to ten (10) days in a school year, a TEAM shall be convened to review the IEP and the student's progress under that IEP. The review TEAM will determine whether the student's misconduct is related to the student's identified need for special education or results from an inappropriate program/placement or an IEP that was not fully implemented.

The student *will not be suspended* if the TEAM concludes that the student's misconduct is related to the student's handicapping condition or results from an inappropriate special education program/placement or an IEP that was not fully implemented. Instead the student's IEP must be amended to reflect a new program designed to meet the student's needs more effectively if the misconduct resulted from an inappropriate IEP, or, if the IEP was not fully implemented; all necessary steps must be taken by the school to assure that the IEP is fully implemented. If a new program is designed for the student as a result of the review, the new program must be

implemented immediately following parental/guardian approval of the IEP. If the student has demonstrated repeated instances of dangerous or self-abusive behavior, an emergency evaluation and placement might be made with parental/guardian approval.

The student *will be suspended* if the TEAM concludes that the student's misconduct is not related to the student's special needs and is not the result of an inappropriate special education program/placement and that the current IEP was fully implemented.

(I.D.E.A. 20 U.S.C. Sec. 1400 et seq. And 34 C.F.R. section 200)

Student Appeals

Students have the right to appeal imposed consequences to the next higher level of administration. He/she may appeal the decision of the Assistant principal to the Principal. 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 OF STUDENT'S SUSPENSION. ALL SUSPENSIONS ARE CONFIRMED BY LETTER AS SOON AS POSSIBLE AFTER THE PENALTY IS IMPOSED. BECAUSE 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 EDUCATION.

Technology Policy

Technology includes but is not limited to, the following: computers, iPads and peripherals (such as calculators, personal and networked computers, printers, scanners, large screen viewers or projection devices, and science probes); software, telecommunications media (modems, MCET, email, cable, distance learning and fax); audio visual aids; and adaptive and assistive technologies to facilitate the instruction of disabled students.

Violations of the guidelines of this policy will result in immediate loss of use and possible legal action. Also; detentions and suspensions may be imposed as needed depending on the severity of the violation.

- Proper and respectful behavior as determined by the Auburn Public Schools or its representatives is expected at all times.
- Copyright laws cannot be violated. These laws protect software and other information media, such video disks, CD-ROMS, and videotapes.
- Users have the right to information as guaranteed by the First Amendment of the US Constitution; however, the school system and its representatives have the right to restrict access to or use of any information that does not apply to the approved curriculum or professional activities of the staff.
- Willful destruction and/or vandalism of equipment, including tampering with software, hardware and connections, will not be tolerated. It will result in the cancellation of system privileges and will require restitution for costs associated with hardware, software and system restoration.
- Network or professional activities must be restricted to approved curriculum or professional activities of the staff.
- Plagiarism from any source, whether print or electronic media, is illegal.

- Communication must not be religiously, sexually, politically or racially defamatory, or abusive.
- All software and other information media, including games, must be educationally oriented.
- Privacy and respect for other people's files and communications, including email, are essential. Users will not access or attempt to access anyone else's files or communications on the district's technology or on technology outside of the system.
- All of the above is intended to comply with policies and standards already adopted by the Auburn School Committee, including each school's code of conduct.
- Commercial use of the Auburn Public School technology and Internet access is forbidden.
- Deliberate attempts to degrade or disrupt system performance may be viewed as violations of district policy and/or as criminal activity under applicable state and federal laws. This includes, but is not limited to, the uploading or creating of computer viruses.
- Principals or their designee will ensure that all users complete and sign an agreement to abide by the policies and procedures mentioned above.

Anti-Hazing Policy

M.G.L. c. 269 § 17. Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and Imprisonment.

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

M.G.L. c. 269 § 18. Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

M.G.L. c. 269 § 19. Each institution of secondary education and each public and private institution of post secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or

permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and section sections seventeen and eighteen; provided, however, that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.

Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgment stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post secondary education shall file, at least annually, a report with the board of higher education and in the case of secondary institutions, the board of education, certifying the such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of higher education and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such a report.

Picture Taking/Audio/Video Recording on School Property

Students attending Auburn High School cannot be photographed by an electronic device or camera without the expressed written consent of the student's parent or legal guardian. Faculty members or school employees at Auburn High School cannot be photographed by an electronic device or camera without their written consent.

Transmitting an image of a student or faculty member of Auburn High School via phone or the internet is strictly prohibited.

All audio and video recordings taken on Auburn High School property, either inside the building, outside on school property (including school transportation, i.e., school buses) are by copyright the property of Auburn High School. This includes recordings on videotape, digital videotape, DVD, digital hard drives (cell phones, I-Pods, etc.). This also includes "still" images, meaning digital still cameras, I-Pods, and 35mm film photographs.

Auburn High School permits no Public Performance rights. Recordings may not be displayed to the public (outside of Auburn High School) in any way, shape or form without written permission from the Auburn High School Administration. This includes Internet, television, Local Cable Television, or any personal video production. A Public Performance application may be obtained at the main office.

Violations of the above policy will be handled via the consequences for General Disruption outlined in this handbook, through the Auburn Police Department, or both depending on the nature and severity of the infraction.

Visitor Policy

We invite you to enter our building by the front door. The administrative secretary will “welcome you”. For safety purposes, any non-school personnel must report to the school office upon arrival and sign in and leave their license or a valid photo I.D. All visitors are asked to wear a **“Visitor/Volunteer Badge”** so that they are easily identified.

Parental Observation of Special Education Program for Their Child

No child shall be placed in a special education program without prior consultation, evaluation, reevaluation, and consent as set forth and implemented by regulations promulgated by the department. To insure that parents can participate fully and effectively with school personnel in the consideration and development of appropriate educational programs for their child, a school committee shall, upon request by a parent, provide timely access to parents and parent-designated independent evaluators and educational consultants for observations of a child's current program and of any program proposed for the child, including both academic and non-academic components of any such program. Parents and their designees shall be afforded access of sufficient duration and extent to enable them to evaluate a child's performance in a current program and the ability of a proposed program to enable such child to make effective progress. School committees shall impose no conditions or restrictions on such observations except those necessary to ensure the safety of children in a program or the integrity of the program while under observation or to protect children in the program from disclosure by an observer of confidential and personally identifiable information in the event such information is obtained in the course of an observation by a parent or a designee.

Notice of Body Mass Index Measurement

As part of Auburn's school health screening program, and according to Massachusetts General Laws and Regulations (105 CMR 200.500), students in grade 10 will have their height and weight measured and body mass index 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 who wish to have their child's doctor complete this screening should provide written notification to the school nurse prior to screening.

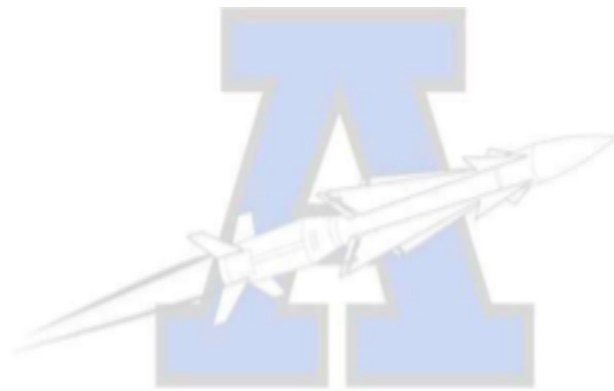
Acknowledgement of AHS Student Handbook 2021-2022

Student: My signature indicates that I have read and received a copy of the 2021-2022 Auburn High School Handbook and understand its contents and that I am bound by the provisions of the handbook.

Name (Printed)

Name (Signature)

Date



FACE COVERINGS

The Auburn Public School District is committed to providing a safe environment as schools reopen during the COVID-19 pandemic. According to public health experts, one of the best ways to stop the spread of coronavirus and to keep members of our school community safe is the use of face masks or face coverings. Therefore, in accordance with guidance from the Center for Disease Control (CDC), the Department of Elementary and Secondary Education (DESE) and the Massachusetts Department of Public Health (DPH), the following requirements are in place until further notice.

A face covering that covers the nose and mouth must be worn by all individuals in school buildings, on school grounds and on school transportation, even when social distancing is observed.

Individuals may be excused from the requirement for the following list of reasons, per CDC guidance:

The individual:

- has trouble breathing;
- is unconscious;
- is incapacitated;
- cannot remove the mask or face covering without assistance.

In addition, masks or face coverings will not be required for anyone who has a medical, behavioral or other challenge making it unsafe to wear a face mask or face covering. A written note from a physician is required for a requested exemption. Parents may not excuse their child from the face mask requirement by signing a waiver.

Additionally, face masks or face coverings will not be required when appropriate social distancing is enforced:

- during mask breaks;
- while eating or drinking;
- during physical education classes;
- while outside.

Exceptions to this policy under certain circumstances, such as for students with medical, behavioral or other challenges who are unable to wear masks, must be approved by the building principal in consultation with the school nurse or local Board of Health. Face shields or physical barriers may provide an alternative in some instances.

A student's mask or face covering is to be provided by the student's family. Staff members are responsible for providing their own face coverings. However, the District will supply disposable

face covering for individuals who arrive at a building, or board school transportation, without one.

If students are in violation of this policy, the building principal will consult with the parent/guardians to determine whether an exception is appropriate, or the student may be removed from the school building for in-person learning until such time as they can comply with the requirement or the requirement is lifted.

Violations of this policy by staff will be handled in the same manner as other violations of School Committee policy.

Visitors in violation of this policy will be denied entry to the school/district facility.

This policy will remain in place until rescinded by the School Committee.

LEGAL REF.: Commonwealth of Massachusetts, COVID-19 Order No. 31 -
<https://www.mass.gov/doc/may-1-2020-masks-and-face-coverings/download>

REFS.: Center for Disease Control and Prevention – Considerations for Wearing Masks

- <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-guidance.html>

Massachusetts Department of Elementary and Secondary Education –
Reopening Guidelines - <http://www.doe.mass.edu/covid19/>
Commonwealth of Massachusetts – Mask Up MA!
<https://www.mass.gov/news/mask-up-ma>

SOURCE: MASC – August 2020

First Reading: August 12, 2020

Second Reading:

Approved:

Auburn Public Schools