

INSTRUCTIONAL MATERIALS

The Foxborough School Committee believes that materials appropriate to the needs of the school program must be available to each student and teacher. These will be furnished by the Foxborough School Committee subject to budgetary constraints.

The task of selecting instructional materials for programs will be delegated to the professional staff of the school system. Because instructional programs and materials are of great importance, only those that meet the following criteria will be approved by the Committee:

1. They must present balanced views of international, national, and local issues and problems of the past, present and future.
2. They must provide materials that stimulate growth in factual knowledge, literary appreciation, aesthetic and ethical values.
3. They must help students develop abilities in critical reading and thinking.
4. They must help develop and foster an appreciation of cultural diversity and development in the United States and throughout the world.
5. They must provide for all students an effective basic education that does not discriminate on the basis of race, age, color, religion, national origin, sex, gender identity, physical disabilities or sexual preference.
6. They must allow sufficient flexibility for meeting the special needs of individual students and groups of students.

LEGAL REFS.: M.G.L. 71:48; 71:49; 71:50
BESE regulations 603 CMR 26.00

CROSS REF.: KEC, Public Complaints about the Curriculum or Instructional Materials

Policy adopted: 3-24-08
Policy adopted as revised: 2-25-13

RECONSIDERATION OF INSTRUCTIONAL RESOURCES

Material that is challenged usually belongs to one of the three basic categories: religion, ideology, or profanity/obscenity. Board policies regarding these areas shall be as follows:

Religion -- Factual, unbiased material on religions has a place in school libraries.

Ideologies -- Libraries should, with no thought toward swaying reader judgment, make available a balanced collection of primary and factual material, on the level of their students on various ideologies or philosophies which exert or have exerted a strong force, either favorably or unfavorably, in government, current events, politics, education and other phases of life.

Profanity/obscenity -- Materials shall be subjected to a test of literary merit and reality in context using the criteria established.

When a problem concerning instructional resources in a school arises, the disposition of the problem will be made in a reasonable period of time using Foxborough Public Schools adopted procedures.

In accordance with the statement of philosophy, no questioned materials shall be removed from the school pending a final decision. Pending the outcome of the request for reconsideration, however, access to questioned materials can be denied to the students of the parents making the complaint, if they so desire.

If the decision of the Foxborough School Committee is that the questioned instructional resource be retained, the Foxborough Public Schools will not convene a Review Committee relative to the same complaint for a period of three years. If a substantially different point of view is advanced, it will be investigated. (The period of three years does not apply in this instance).

If an individual or a group undertakes action to keep material from the shelves by checking it out and failing to return it, or by taking turns in keeping it checked out so that it is not available for student use, the Superintendent shall request, in writing, the return of the material. If it is not returned within thirty (30) days, a bill for the current replacement cost of the item shall be rendered to the party holding the item.

After the Foxborough School Committee has adopted new materials or approved certain methods, that decision will not be reconsidered for a period of three years beginning with the end of the school year when the adoption is made.

A parent, guardian or citizen who is dissatisfied with instructional materials shall present their complaint in writing to the appropriate Principal who will review the issue and give the complainant a timely written response. If the complainant is not satisfied with the response, they may send the written complaint to the Superintendent.

Policy adopted: 3-24-08

Foxborough Public Schools

TEXTBOOK SELECTION AND ADOPTION

Responsibility for the review and selection of textbooks to be purchased shall rest with the Assistant Superintendent in concert with other district administrators. The team is encouraged through the Foxborough School Committee to establish a review committee to assist in the process to determine the textbooks that best meet the curriculum guidelines of the Foxborough Public Schools. The review committee should include teachers who will use the texts and other staff members as found desirable. Students and parents will be encouraged to serve.

The selection criteria of instructional materials and library materials shall apply to textbooks. Additionally, basic textbooks and textbook support materials shall be chosen:

- To advance the educational objectives of the school system and particular objectives of the course program;
- To contribute toward continuity, integration, and articulation of the curriculum; and
- To establish a general framework for the particular course or program.

Because the instructional purposes of textbooks, as stated above, are of such importance, particular care shall be taken in their selection as to content.

Although many points must be examined, the Foxborough School Committee directs the staff to be mindful of the following considerations:

- The needs of all learners must be provided for.
- Attention should be given to gender roles depicted in the materials.
- The textbook and textbook support materials should lead the student and teacher beyond the textbook into a wide variety of other materials and educational experiences.
- If the textbook deals with problems and issues of our times, it should present and encourage examination of varied points of view.
- Because textbooks are selected for several years' use, special attention also shall be given their physical characteristics, durability, format and price.

LEGAL REFS.: 71:48; 30B:7; 71:50, 603 CMR 26:05

CROSS REF.: KEC, Public Complaints about the Curriculum or Instructional Materials

Policy adopted: 3-24-08

Policy adopted as revised: 4-23-12

Foxborough Public Schools

SUPPLEMENTARY MATERIALS SELECTION AND ADOPTION

The Foxborough School Committee recognizes that knowledge is changing and expanding and that it may be necessary to use various types of supplementary materials in addition to the basic and fundamental textbooks.

For the purpose of this policy, supplementary materials shall be defined as any instructional materials other than textbooks including, but not limited to, books, periodicals, newspapers, pictures, diagrams, maps, charts, slides, filmstrips, films, records, audiotapes, and suitable technological applications which relate directly to the adopted curriculum.

The Foxborough School Committee believes that teachers and administrators should have a large role in selection and recommendation of supplementary materials. Teachers are encouraged to use a wide range of learning aids, provided the expense incurred in purchasing these aids remains within the limits of the budget.

LEGAL REF.: 603 CMR 26:05

Policy adopted: 3-24-08

LIBRARY MATERIALS SELECTION AND ADOPTION

The Foxborough School Committee endorses the School Library Bill of Rights, as adopted by the American Library Association, which asserts that the responsibility of the school library is to:

1. Provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities, and maturity levels of the students served.
2. Provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards.
3. Provide a background of information that will enable students to make intelligent judgments in their daily lives.
4. Provide materials on opposing sides of controversial issues so that young citizens may develop under guidance the practice of critical reading and thinking.
5. Provide materials representative of the many religious, ethnic, and cultural groups and their contributions to our American heritage.
6. Place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive collection appropriate for the users of the library.

Initial purchase suggestions for library materials may come from all personnel--teachers, coordinators, and administrators. Students will also be encouraged to make suggestions. The librarian will recommend materials to be included in the school library. Final approval and authority for distribution of funds will rest with the building Principal subject to the approval of the Superintendent.

Gifts of library books will be accepted in keeping with the above policy on selection. Complaints about library books will be handled in line with Committee policy on complaints about instructional materials.

LEGAL REF.: 603 CMR 26:05

CROSS REF.: KEC, Public Complaints about the Curriculum or Instructional Materials

Policy adopted: 3-24-08

LIBRARY RESOURCES

The primary objective of the library/media center is to implement its resources to enrich and to support the educational program of the school.

Definition of Library Resources

Library resources are those materials, both print and non-print, found in school libraries which support curricular and personal information needs. Print items include books, magazines, newspapers, pamphlets, microfiche or microfilm. Non-print items include films, disc records, filmstrips, slides, prints, audiotapes, videotapes, compact discs, and computer software.

Criteria for Selection of Library Resources

The criteria for selection of library resources in the Foxborough Public Schools are:

- Needs of the individual student
Based on knowledge of students
Based on requests of parents and students
- Needs of the individual school
Based on knowledge of the curriculum of the school
Based on requests from the professional staff
- Provision of a wide range of materials on many levels of difficulty with a diversity of appeal and the presentation of different points of view.
- Provision of materials of high artistic quality.
- Provision of materials with superior format.
- Reputable, unbiased, professionally prepared selection aids are consulted as guides.

In accordance with the Foxborough Public Schools policy of providing instructional materials on opposing sides of controversial issues, it should be noted that neither the media centers nor the Foxborough Public Schools serve as advocates for the ideas expressed in any materials, nor does the presence of any material indicate automatic endorsement of the ideas expressed therein.

Disclosure of Information/Privacy of Circulation Records

Circulation records shall not be made available to anyone except pursuant to such process, order, or subpoena as may be authorized by law.

Re-evaluation (Weeding) of Library Resources

The continuous review of library/media center materials is necessary as a means of maintaining a useful and active collection. As new materials are selected and added, some older materials are withdrawn. The responsibility for determining which materials are to be withdrawn rests with the professional staff.

Among the reasons for withdrawing an item are the following:

- Curricular changes have rendered superfluous some materials (or multiple copies of materials) formerly used but no longer in demand.
- Some materials contain factual material that is no longer accurate nor current.
- Some materials intended for recreational reading have become dated or unattractive and are no longer in demand. (Some such books, which are deemed “standards” or “classics”, will be retained even though they rarely circulate).
- Some materials have become worn out, damaged or physically deteriorated and have lost utility and/or appeal.
- Some materials have been superseded by newer items, which present the same information, but in superior format.

Withdrawn library/media center materials are processed in one or more of the following ways:

- Made available to be used as resource or supplementary material by teachers.
- Offered to other media centers in the Foxborough Public Schools, as it is possible that a material, which lacks utility in one building, may have some usefulness in another.
- Contributed to appropriate charitable or educational agencies.
- Discarded, when warranted.

Continuing evaluation is closely related to the goals and responsibilities of library/media centers and is a valuable tool of collection development. This procedure is not to be used as a convenient or expedient means to remove materials presumed to be controversial or likely to be disapproved by segments of the community. Materials are not to be proscribed or removed because of actual or potential partisan or doctrinal disapproval, nor because of the origin, background or views of those contributing to their creation.

Policy adopted: 3-24-08

SPECIAL INTEREST MATERIALS SELECTION AND ADOPTION

Organizations, institutions, and individuals at times develop materials that are offered to schools free or inexpensively. As a general rule, sponsored materials present a particular point of view, and extreme care must be exercised in evaluating and using them. The responsibility for using sponsored materials rests with the certified staff member who recommends its use. The Superintendent should be informed and shall decide whether its use is in the best interests of the students.

Sponsored materials must meet the same basic selection criteria as any other learning material, as well as the following special criteria.

Any expression of a point of view should be clearly identified.

Any advertising that appears on or with any material should be in good taste and unobtrusive.

The source of all material should be clearly identifiable.

LEGAL REF.: 603 CMR 26:05

Policy adopted: 3-24-08

INTERNET COMPUTER USAGE
Access to Electronic Media

The Committee supports the right of students, employees, and community members to have reasonable access to various types of online information and believes it is incumbent upon users to utilize this privilege in an appropriate and responsible manner.

Internet safety measures shall be maintained that effectively address the following:

- Controlling access by minors to inappropriate matter on the Internet and World Wide Web;
- Safety and security of minors regarding student use of electronic mail, social media and other forms of direct electronic communications;
- Preventing unauthorized access, including “hacking” and other unlawful activities by minors online;
- Unauthorized disclosure, use and dissemination of personal information regarding minors; and
- Restricting minors’ access to materials harmful to them.

The Foxborough Public Schools shall provide reasonable public notice of at least one (1) public hearing, or meeting, or written letter to address and communicate its Internet safety measures.

Permission/Agreement Form

Written parental permission will be required annually prior to a student being granted access to electronic media involving technological resources used by the Foxborough Public Schools. The permission/agreement form will specify acceptable uses, rules of on-line behavior, access privileges, and penalties for policy/procedural violations. This document shall be kept on file as a legal, binding document. In order to modify or rescind the agreement, the student's parent/guardian must provide the Principal with a written request.

Employee Use

Employees shall use electronic mail only for purposes directly related to work-related activities. Employees shall not use a code, access a file, or retrieve any stored communication unless they have been given authorization to do so. (Authorization is not required each time the electronic media is accessed in performance of one’s duties.) Each employee is responsible for the security of his/her own password.

Community Use

Upon request to the Principal or designee, community members may have access to the Internet and other electronic information sources and programs available through the Foxborough Public Schools technology

system, provided they attend any required training and/or abide by the rules of usage established by the Superintendent or designee.

Disregard of Rules

Individuals who refuse to sign required acceptable use documents or who violate Foxborough Public Schools rules governing the use of Foxborough Public Schools technology shall be subject to loss or restriction of the privilege of using equipment, software, information access systems, or other computing and telecommunications technologies and may be subject to disciplinary actions.

Responsibility for Damages

Individuals shall reimburse the Committee for repair or replacement of Foxborough Public Schools property lost, stolen, damaged, or vandalized while under their care.

Responding to Concerns

School officials shall apply the same criterion of educational suitability used to review other educational resources when questions arise concerning access to specific databases or other electronic media.

Audit of Use

Users with network access shall not utilize Foxborough Public Schools resources to establish electronic mail accounts through third-party providers or any other nonstandard electronic mail system.

The Foxborough Public Schools uses a filter to restrict access to materials that might be harmful to minors pursuant to the Children's Internet Protection Act (CIPA).

SOURCE: MASC

LEGAL REFS: Children's Internet -Protection Act (CIPA); 47 USC § 254

Children's Online Privacy Protection Act (COPPA) 15 USC §§ 6501-6505

CROSS REFS: IJNDB, Internet Acceptable Use Policy – Students

JIC, Student Conduct and Discipline

Policy adopted: 11-3-08

Policy adopted as revised: 8-24-15

INTERNET RESPONSIBLE USE POLICY (IRUP) – STUDENTS

It is the goal of the Foxborough Public Schools to provide a world-class education to all students. The Internet is one of the many information resources available to students as part of that process. Through the Internet, students can access data from colleges and universities, scientific research facilities, government resources and many other informative sites throughout the world. Due to the global nature of the Internet and the lack of effective control over its content, access brings with it the potential for misuse and abuse. The Foxborough Public Schools will make every reasonable effort to ensure the Internet is used responsibly and will take every reasonable step to control access to inappropriate material. The Foxborough Public Schools expect all students to use the Internet in an appropriate and responsible manner. Be aware that consistent with School Committee/District Policies and Rules, including but not limited to Harassment, Discrimination, Bullying, all actions taken on social media platforms, whether school-based or private, that impact the school environment, may lead to disciplinary action and/or loss of privileges.

Access to the Internet is a privilege offered to the students at the discretion of the administrators and staff at each school. While at school, students may only log on using the school account, and/or appropriate accounts for educational use. The Foxborough Public School account is to be used for authorized educational purposes only, including research for school projects and intellectual inquiry.

The school district will educate all students about appropriate online behavior, including interacting with other individuals on social media and cyberbullying awareness and response. Age-appropriate training on online behavior/cyberbullying will be conducted annually through the district's technology skills curriculum and social skills curriculum. Students are expected to use the Internet in a responsible manner. Students are not to transmit, receive, submit, publish or otherwise access information deemed inappropriate, including, but not limited to, material that is defamatory, inaccurate, abusive, obscene, profane, racially or gender offensive, unethical, sexually oriented, or illegal.

Foxborough Public Schools technology exists solely for authorized educational purposes. Any use of school technology that results, or is reasonably predicted by School Administration to result, in any disruption or disorder to the school environment is subject to school disciplinary policies and/or loss of privileges. Unauthorized game playing is prohibited. Hacking [any attempt to gain prohibited access to or malicious attempt to harm or destroy data or to upload, download or otherwise create computer viruses] will not be tolerated.

Students are expected to conform to accepted social behavior in their use of the Internet ("netiquette"). Users shall refrain from plagiarizing the works of others obtained over the Internet and are to respect copyrighted material and to properly credit all works cited from Internet resources. Students must immediately notify his/her teacher and/or system administrator if a security problem is discovered.

Inappropriate behavior on the part of any student while using a Foxborough Public School's computing device, software, data and network and Internet connectivity shall result in the loss of privileges or disciplinary actions. Under appropriate circumstances, law enforcement officials may be notified. The Foxborough Public School system, along with any other persons or organizations associated with the school Internet connectivity, will not be liable for the actions of anyone connecting to the Internet through the school. All users shall assume full liability, legal, financial or otherwise, for their actions while connected to the Internet. In addition, the Foxborough Public

Schools takes no responsibility for any information or materials accessed or transferred from the Internet. Parents or guardians agree to accept financial responsibility for any damages or expenses incurred as a result of inappropriate or illegal student activity while using Foxborough Public School technology.

The Foxborough Public School system makes no guarantee, implied or otherwise, regarding the validity of information accessed on the Internet, nor does it guarantee protection against corruption of electronic files when information is downloaded. The Foxborough Public School system reserves the right to monitor local network and Internet traffic. This includes information sent or received through our online connections or stored on our computer systems. Students should not expect their use to remain private. The Foxborough Public School system reserves the right to modify these guidelines at any time.

SOURCE: Foxborough High School Handbook

CROSS-REFS.: JICFB Bullying Prevention
IJNDB-R Acceptable Use Policy – Technology
JIC Student Conduct and Discipline
M.G.L. Chapter 71:82

Policy adopted: 11-3-08

Policy adopted as revised: 6-4-12

Policy adopted as revised: 8-24-15

Policy adopted as revised: 11-16-15

Policy adopted as revised: 11-19-18

ACCEPTABLE USE POLICY - TECHNOLOGY
Administrative Procedures for Implementation

1. Commercial use of the system/network is prohibited.
2. The District will provide training to users in the proper use of the system/network and electronic resources.
3. The District will provide access to the Acceptable Use Policy for each user.
4. Copyrighted software or data shall not be placed on the District system/network without permission from the holder of the copyright and the system administrator.
5. Access will be granted to employees with a signed access agreement and permission of their supervisor. Such agreements will be kept on file and updated as needed.
6. Access will be granted to students with a signed access agreement and permission of the building administrator or designee(s).
7. Account names will be recorded on access agreements and kept on file.
8. Initial passwords provided by the network administrator should be set to expire on login.
9. Student passwords shall be changed regularly and all passwords shall be expired at the end of each school year.
10. Passwords are confidential. All passwords shall be protected by the user and not shared or displayed. In the event that a user suspects that their password has been compromised, they must notify the technology department either directly or through their teacher.
11. Logging off the computer network is required at the conclusion of a work session.
12. The District may monitor or examine all system activities, including electronic mail transmissions, as deemed appropriate to ensure proper use of electronic resources.
13. The District does not guarantee the availability of data or restorative services.
14. The District may limit excessive individual use of its network (bandwidth) and data storage system.
15. Individual users shall, at all times, be responsible for the proper use of accounts issued in their name.
16. The system/network may not be used for illegal purposes, in support of illegal activities, or for any activity prohibited by District policy.
17. System users shall not use another user's account.
18. System users may redistribute copyrighted material in accordance with Fair Use Doctrine (37 C.F.R. 201.2 (a) (3) or with the written permission of the copyright holder or designee. Such permission must be specified in the document or in accordance with applicable copyright laws, District policy, and administrative procedures.
19. Any malicious attempt to harm or destroy equipment, materials, data, or programs is prohibited.
20. Attempting to gain unauthorized access to systems, programs or computer equipment (hacking) is a violation of District policy. Attempts to harm, modify or destroy equipment, data or programs of another user is prohibited. 21. Vandalism or any form of misuse will result in the cancellation of system privileges and will require restitution for costs associated with hardware, software, and system restoration.
22. Use of inappropriate language such as swearing, vulgarity, ethnic, racial, religious or gender slurs and other inflammatory language is prohibited.
23. Transmitting or viewing obscene material is prohibited; this includes any content that is inappropriate or harmful to minors.
24. Revealing personal information (addresses, phone numbers, etc.) is prohibited.
25. The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the Foxborough Public Schools system/network.
26. Behavior or use that is in violation of any other policy or handbook is prohibited.

A user who violates Foxborough Public Schools policy or administrative procedures will be subject to suspension or termination of system/network privileges and will be subject to appropriate disciplinary action and/or prosecution.

SOURCE: MASC

CROSS REFERENCE: JIC Student Conduct

Policy adopted: 11-3-08

Policy revised: 8-24-15

EDUCATIONAL TECHNOLOGIES – EMPLOYEES

Business Ethics and Conduct

We expect employees of the Foxborough Public Schools to be ethical in their conduct. It affects our reputation and success. The Foxborough Public Schools requires employees to carefully follow all laws and regulations, and have the highest standards of conduct and personal integrity.

Our continued success depends on the public's trust. Employees owe a duty to the Foxborough Public Schools to act in ways that will earn the continued trust and confidence of the public.

As an organization, the Foxborough Public Schools will comply with all applicable laws and regulations. We expect all employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and not to do anything that is illegal, dishonest, or unethical.

If you use good judgment and follow high ethical principles, you will make the right decisions. However, if you are not sure if an action is ethical or proper, you should discuss the matter openly with your supervisor. If necessary, you may also contact the School Business Administrator for advice and consultation.

It is the responsibility of every employee of the Foxborough Public Schools to comply with our policy of business ethics and conduct. Employees who ignore or do not comply with this standard of business ethics and conduct may be subject to disciplinary action, up to and including possible termination of employment. Employees may also be held personally liable for any violations of this policy.

Computer and Email Usage

All computing devices, software, data and network and internet connectivity, furnished to employees are all properties of the Foxborough Public Schools intended for business or educational use. Employees should not share their password or use another person's password, another user account, access a file, or retrieve any stored communication without authorization. To ensure compliance with this policy, the above-mentioned usage may be monitored.

The Foxborough Public Schools strives to maintain a workplace free of harassment (as defined in our harassment policy) and sensitive to the diversity of its employees. Therefore, the Foxborough Public Schools prohibits the use of the above-defined systems in ways that are disruptive, offensive to others, or harmful to morale.

For example, the display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others.

District resources may not be used to solicit and/or promote others for commercial ventures, religious or political causes, outside organizations, or other non-business matters.

The Foxborough Public Schools purchases and licenses the use of various software for business purposes and does not own the copyright to this software or its related documentation. All software use must conform to respective license agreements. The Foxborough Public Schools prohibits the illegal duplication of software and its related documentation.

Employees should notify their immediate supervisor, or the Director of Technology, upon learning of violations of this policy. Employees who violate this policy may be subject to disciplinary action, up to and including termination of employment. Employees may also be held personally liable for any violations of this policy.

Internet Usage

The Foxborough Public Schools may provide employees with Internet access to help them do their jobs. This policy explains our guidelines for using the Internet responsibly and productively. While Internet usage is intended for job-related activities, we permit incidental and occasional brief personal use within reasonable limits.

All Internet data that is composed, transmitted, or received via our computer systems is considered to be the property of the Foxborough Public Schools and is part of our records. Therefore it may be subject to disclosure to law enforcement or other third parties. You should always make sure that the information contained in Internet email messages and other transmissions is accurate, appropriate, ethical, and lawful.

The District reserves the right to monitor local network and Internet traffic. This includes information sent or received through our online connections or stored on our computer systems.

We do not allow data that is composed, transmitted, accessed, or received via the Internet to contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person.

Examples of unacceptable content include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or other comments or images that could reasonably offend someone on the basis of race, color, age, sex, gender identity, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

The Foxborough Public Schools does not allow the unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented software or material or any other unauthorized software or material on the Internet. As a general rule, if you did not create the material, you do not own the rights to it, or if you have not received authorization for its use, you may not put the material on the Internet.

The following are examples of some actions and activities that are prohibited within the Foxborough Public Schools and which could result in disciplinary action:

- Sending or posting discriminatory, harassing, or threatening messages or images
- Using the District's time and resources for personal gain
- Stealing, using, or disclosing someone else's code or password without authorization
- Copying, pirating, or downloading software and electronic files without permission
- Sending or posting confidential material outside of the organization
- Violating copyright law or failing to observe licensing agreements
- Engaging in unauthorized transactions that may incur a cost to the organization or initiating unwanted Internet services and transmissions
- Sending, forwarding, or posting messages or material that could damage the organization's image or reputation
- Participating in the viewing or exchange of pornography or obscene materials
- Sending, forwarding, or posting messages that defame or slander other individuals
- The unauthorized access of any computer system
- Sending or posting chain letters, solicitations, or advertisements
- Using the Internet for political causes or activities, religious activities, or any sort of gambling
- Jeopardizing the security of the organization's electronic communications systems
- Sending or posting messages that disparage another organization's products or services
- Passing off personal views as representing those of the organization
- Sending anonymous email messages
- Engaging in any other illegal activities

Social Networking, Electronic Messaging and Phone Usage

The Foxborough Public Schools does not allow employees to improperly fraternize with students using social media or via cell phone, texting or telephone.

Employees may not list current students as “friends” on networking sites, or have inappropriate contact with students via the Internet or phone.

All email contacts with students should be through the Foxborough Public Schools email and telephone system, except emergency situations.

All written forms of electronic communication by employees (teachers, coaches and staff) to students engaged in extracurricular activities should be sent to all similarly engaged students or team members, except for messages concerning medical or academic privacy matters, in which case messages will be copied to the school principal, department head, or athletic director.

Employees will not give out their private cell phone or home phone numbers without prior approval of the Foxborough Public Schools.

Employees will not post or send items with sexually explicit content or images exhibiting or advocating the illegal use of drugs or alcohol.

Employees who violate this policy may be subject to disciplinary action, up to and including termination of employment. Employees may also be held personally liable for any violations of this policy.

Workplace Monitoring:

The Foxborough Public Schools may conduct workplace monitoring to help ensure quality control, student safety, employee safety, and security.

All computer equipment, services, or technology that we furnish are the property of the Foxborough Public Schools. We reserve the right to monitor computer activities and data that are stored in our computer systems.

Adopted:

Policy Revised: 11-3-08

Policy Revised: 12-6-10

Policy Revised: 8-24-15

**EDUCATIONAL TECHNOLOGIES
EMPLOYEES ACKNOWLEDGEMENT FORM**

The employee educational technologies policy describes important information about the Foxborough Public Schools. I understand that I should consult the Business Office if I have any questions that are not answered in the educational technologies policy.

I understand and acknowledge that there may be changes to the information, requirements, and benefits in the educational technologies policy. I also understand that the Foxborough Public Schools may add new policies to the educational technologies policy as well as replace, change, or cancel existing policies. I understand that I will be notified by written memorandum or by email of any changes made to this policy. I also understand that educational technologies policy changes can only be made by the Foxborough School Committee.

I understand and acknowledge that this educational technologies policy is not a contract of employment or a legal document. I have received the educational technologies policy and I understand that it is my responsibility to read and follow the requirements contained in this educational technologies policy and any changes made to it.

Employee's Name (printed): _____

Employee's Signature: _____

Date: _____

Policy Approved : 4-24-06

Policy Revised: 11-3-08

Policy Revised: 12-6-10

Policy Reviewed and Approved: 8-24-15

SCHOOL AND DISTRICT WEB PRESENCE

The Foxborough Public Schools realizes the limitless potential for information and communication provided by the World Wide Web. The availability of this communication vehicle provides an opportunity for students and staff to access and contribute to the world of information related to curriculum, instruction, school, District, and school community related activities. Therefore, the Foxborough Public Schools will use the Internet as an effective, efficient and timely source of information, method of communication and vehicle for resource collection. In order to take advantage of the opportunities the Internet provides, the School Committee authorizes the creation of school and/or District Web presence on the Internet.

Web content must be maintained in accordance with District policy and established procedures shall be recognized as official representations of the District or individual schools. All information posted by faculty, staff and students to the World Wide Web must accurately reflect the mission, goals, policies, program, and activities of the school and District. All content must have a purpose that falls within at least one of three categories:

1. Support of curriculum and instruction –resources for students, parents and staff in the District.
2. Public information – intended to communicate information about the schools and District to students, staff, parents, community, and the world at large.
3. District technology support – intended to provide and respond to instructional and administrative technology needs of students and staff.

The Superintendent shall designate an individual(s) to be responsible to maintain the official District Web page and monitor all District Web page activity. A building Principal shall make such designation for an individual school. Schools or departments that wish to publish a Web page must identify an appropriately qualified publisher and/or author.

As with any instructional materials or publication used by or representing the school or District, the building Principal or Superintendent, respectively, are ultimately responsible for accuracy and appropriateness of the information made available at the Web site. Concern about the content of any page(s) created by students or staff should be directed to the building Principal or to the Superintendent's office when related to the District Web site.

Web sites developed under contract for the Foxborough Public Schools or within the scope of employment by Foxborough Public Schools employees are the property of the Foxborough Public Schools.

Due to the dynamic nature of the World Wide Web, this policy is to be reviewed and/or updated as needed.

SOURCE: MASC

Policy adopted: 11-3-08

Policy revised: 8-24-15

Foxborough Public Schools

WEB SITE GUIDELINES AND PROCEDURES FOR APPROVAL

Unlike the Internet itself, schools and the District can control the type of information placed on Web pages. Documents created for the Web shall meet the criteria for use as public information or an instructional resource. The following considerations should be considered: Copyright/trademark issues; applicability to the curriculum or communication goals of the school or District; privacy issues; and related Foxborough School Committee policies. Links to other Web pages should be carefully selected based on the above issues.

Defined Purpose

A Web page must have a clearly defined purpose that is published on the Web page. Included in the purpose, the target audience must be specified and defined; however, all Web site users are reminded that their audience includes the worldwide community.

Content Standards

All subject matter on Web pages should relate to curriculum, instruction, school-authorized activities, general information supporting student safety, growth, and learning, or public information of interest to others. Therefore, neither staff nor students may publish on the Foxborough Public Schools server personal pages or pages for individuals or organizations not directly affiliated with the Foxborough Public Schools. Staff or student work may be published only as it relates to a class project, course, or other school-related activity. Parent groups, partnerships, and municipal or educational cooperatives are considered affiliates of the Foxborough Public Schools. No confidential information is to be published on or linked to a Web page.

Quality Standards

All Web page work should be free of spelling and grammatical errors. Documents may not contain objectionable material or link directly to objectionable materials. Objectionable material is addressed in more detail in the Foxborough School Committee policy for instructional material selection and reconsideration. Authors and publishers are reminded that a Web site is a virtual doorway to your school. A site and a school will be judged on its ease for the user, the design, and the content. Thoughtful consideration should go into decisions regarding purpose, usefulness, and appearance of each item on the Web site. As the Foxborough Public Schools represents itself to the world through this medium, assurances should be provided that students are the focus of the Foxborough Public Schools. Written student and parent consent must be secured for publication of student work.

Consistent Standards

Each existing school or department Web site shall have a link to the Foxborough Public Schools Web site. For consistency, all Foxborough Public Schools Web sites must contain certain elements:

- At the bottom of each page there must be a link to the home page (to be defined by the school or Foxborough Public Schools home page once online).
- At the bottom of the Web page, there must be an indication of the date of the last update to that page.
- It is strongly recommended that a building set up a system of checks and balances for the Web site.
- All Web sites must display the name and contact information of the Foxborough Public Schools.
- All Web pages must be given names that clearly identify them.
- Links to student e-mail accounts are not allowed.
- Student directory data is prohibited from publication, except for the first name and grade level of a student in relation to a photo or work.
- Web pages may not contain links to other Web pages not yet completed. If additional pages are anticipated, but not yet developed, the text that will provide such a link should be included. However, the actual link to said page(s) may not be made until the final page is actually in place.
- All Web sites must include: the author or publisher's name; the publisher or school's e-mail address; appropriate copyright citations.

SOURCE: MASC

CROSS REF: IJ – INSTRUCTIONAL MATERIALS

Policy adopted: 11-3-08

Policy revised: 4-23-12

Policy revised: 8-24-15

CELL PHONE AND ALL OTHER ELECTRONIC DEVICES – STUDENTS BRING YOUR OWN DEVICE (BYOD)

Cell Phones and all other Electronic Devices

The Foxborough Public Schools recognizes that, in order to best serve students by encouraging their digital fluency in an ever-changing technological society, students should be allowed to access information through their own devices, as well as those belonging to our schools.

Our students, as part of their daily lives and as part of their education, use electronic devices that include, but are not limited to, existing and emerging mobile communication systems, portable electronic devices, or any new device that is deemed appropriate to the goals of the school and complies with the District's Acceptable Use Policy (Policy File IJNDB).

We also recognize that there can be educational benefits inherent in these devices if the devices are properly monitored and supervised by an educational professional. Because of this, electronic device usage in the classroom is allowed at the *teacher's discretion*. Other uses may be permitted as outlined in each school's Student-Parent Handbook.

The use of a personal device is the responsibility of the student and must be used in accordance with the Acceptable Use Policy of the Foxborough Public Schools. All students bringing a personal device to school must have a signed acceptable use policy on file at the school. The Foxborough Public Schools does not provide technical support for personal devices. The Foxborough Public Schools is not responsible for the loss, damage or theft of any electronic device brought to school by a student. To ensure that all students and classes have access to necessary resources, the district may limit excessive individual use of its network (bandwidth) and data storage system.

The use of any device for the purpose of photographing, recording video or audio must be approved by Foxborough Public School's faculty. The sharing and/or posting of all photos, video and audio content must be authorized by the Foxborough Public Schools and comply with all other Foxborough Public School policies. The unauthorized taking of photos, videos or recordings along with the unauthorized sharing or posting of any student, teacher or faculty member may result in disciplinary action or legal consequences.

The school district will not require students to bring in devices. No student will be penalized if he or she chooses not to bring a personal device to school.

CROSS REFERENCE: IJNDB-R, IJNDBC, IJNDBC-R, IJNDB, Foxborough Public Schools Media Release

Policy adopted: August 24, 2015

FIELD TRIPS

The Foxborough School Committee recognizes that firsthand learning experiences provided by field trips are a most effective and worthwhile means of learning. It is the desire of the Committee to encourage field trips as part of and directly related to the total school program and curriculum.

Specific guidelines and appropriate administrative procedures shall be developed to screen, approve, and evaluate trips and to ensure that all reasonable steps are taken for the learning and safety of the participants. Said guidelines and procedures should be developed by the Administration and reviewed and approved by the Foxborough School Committee.

These guidelines and appropriate administrative procedures shall ensure that all field trips have the approval of the Principal and that all overnight trips have the prior approval of the Foxborough School Committee.

Field trips can bring the school and the community closer together, which can result in real life experiences that enrich the curriculum for students and also bring about better public relations. The Foxborough School Committee will also encourage field trips as an integral part of the instructional programs in the schools.

The Superintendent will establish regulations to assure that:

1. All students have parental permission for trips.
2. All trips are properly supervised.
3. All safety precautions are observed.
4. All trips contribute substantially to the educational program.

All overnight trips must have advance approval of the Foxborough School Committee. Fundraising activities for such trips will be subject to approval by the Foxborough School Committee.

Policy adopted: 3-24-08

Policy revised: 6-15-15

SCHOOL VOLUNTEERS

The Foxborough Public Schools recognize that volunteers are a valuable community resource and appreciate the interest, commitment and dedication of members of the local and school community who wish to assist the students of Foxborough by contributing their time and expertise. Therefore, all schools welcome and encourage volunteer groups and individuals to help in the educational process.

It is the policy of the Foxborough School Committee to encourage volunteer efforts in the schools. Parents/guardians, business representatives, senior citizens, and other community volunteers are recognized as important sources of support and expertise to enhance the instructional program and vital communication links with the community. The volunteer program will be coordinated in cooperation with building administrators.

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

CROSS REF.: ADDA, C.O.R.I. Requirements

Policy adopted: 3-24-08

ACADEMIC ACHIEVEMENT

The philosophy of the Foxborough School Committee concerning academic achievement, as well as children's social growth and development, is based on the premise that children have diverse capabilities and individual patterns of growth and learning.

Therefore, the Committee feels it is important that teachers have as much and as accurate knowledge of each student as possible in order to assess his/her needs and growth, and make instructional plans for him/her. A sharing of information among parent, teacher, and student is essential.

The Committee supports staff efforts to find better ways to measure and report student progress. It will require that:

1. Parents/guardians be informed regularly, and at least four times a year, of the progress their children are making in school. Additionally, parents and students may regularly check academic progress on line using Power School software to monitor academic achievement in real time.
2. Parents/guardians will be alerted and conferred with as soon as possible when a child's performance or attitude becomes unsatisfactory or shows marked or sudden deterioration.
3. Insofar as possible, distinctions will be made between a student's attitude and his academic performance.
4. Striving for consistency in grading and reporting.
5. When no grades are given but the student is evaluated informally in terms of his/her own progress, the school staff will also provide a realistic appraisal of the student's standing in relation to his/her peers.
6. When grades are given, the school staff will take particular care to explain the meaning of marks and symbols to parents.

REF: Foxborough Public Schools Strategic Plan

Policy adopted: 3-24-08

Policy Revised: 4-25-11

STUDENT PROGRESS REPORTS TO PARENTS/GUARDIANS

The Foxborough School Committee recognizes the school's obligation to give periodic reports of a student's progress and grades. The Foxborough School Committee further recognizes that these reports are a vital form of communication between the schools and parents. The Foxborough School Committee also believes that all progress reports must be based upon full information, accurately and honestly reported with the proper maintenance of confidentiality.

A report depicting the student's progress will be issued periodically following an evaluation by the appropriate teacher, teachers, or other professional personnel. Additionally, parents and students may regularly check academic progress on line using Power School software to monitor academic achievement in real time.

In addition to the periodic reports, parents will be notified when a student's performance requires special notification.

Grading and promotion will be based on improvement, achievement, capability of the student, and the professional judgment of the teacher and Principal.

Major changes in the reporting system shall be preceded by a cooperative study and evaluation by teachers, principals, parents, and the Assistant Superintendent, who will submit the proposal to the Foxborough School Committee for consideration and approval.

SOURCE: MASC

Policy adopted: 9-8-08

Policy Adopted: 4-25-11

HOMEWORK

The term "homework" refers to an assignment to be prepared during a period of supervised study in class or outside of class.

The purposes of homework are to improve the learning processes, to aid in the mastery of skills, and to create and stimulate interest on the part of the student.

Homework is a learning activity which should increase in complexity with the maturity of the student. With increased maturity, learning should become an independent activity. This should be established through consistent assignments which encourage students to investigate for themselves and to work independently as well as with others.

Homework assignments should be consistent in terms of the amount given each day and the time required for each assignment so that a pattern of meaningful homework can be established by the teacher and/or the student.

The information for any homework assignment should be clear and specific so that the student can complete the assignment.

Homework assignments should take into consideration individual differences of students such as health, ability, conditions at home, and educational resources at home. Homework should not require the use of reference materials not readily available in most homes, school libraries, or the public library, and should require the use of those materials only when the student has had instruction in the use of them.

There are many other learning activities in the life of a student besides homework. Such things as participating in school activities, pursuing cultural interests, participating in family living, and exploring personal interests should be considered by teachers when planning consistent assignments. Homework is not to be used as a form of punishment under any circumstances.

REF.: All Student Handbooks

Policy adopted: 9-8-08

PROMOTION AND RETENTION OF STUDENTS

The Foxborough School Committee is dedicated to the best total and continuous development of each student enrolled. The professional staff is expected to place students at the grade level best suited to them academically, socially, and emotionally.

In evaluating student achievement, each teacher will make use of all available information, including results of teacher-made tests and other measures of skill and content mastery, standardized test results, and teacher observation of student performance. The Principal will direct and aid teachers in their evaluations and review grade assignments in order to ensure uniformity of evaluation standards.

Students will normally progress annually from grade to grade. Exceptions may be made when, in the judgment of the professional staff, such exceptions are in the best educational interest of the students involved. Exceptions will only be made after prior notification and explanation to each student's parents/guardians, but the final decision will rest with the building Principal.

Policy adopted: 3-24-08

GRADUATION REQUIREMENTS

Beginning with the Class of 2016, in order to graduate from Foxborough High School, a student must have earned a minimum of twenty-four (24) credits. Of the twenty-four (24) credits, the following requirements must be met:

English	4 credits
Science (one of which must be a laboratory science)	3 credits
Social Studies (one of which must be United States History)	3 credits
Mathematics	4 credits*
World Language (in the same language)	2 credits
Wellness (grades 9 & 10 PE & Health, grades 11 & 12 PE)	2 credits

If a student does not meet the 24-credit minimum, he/she will not be permitted to participate in graduation exercises. If a student does not graduate with his/her class in June, all credits needed must be completed by December 31st of that calendar year in order to be considered a member of the June graduating class.

Each student must also pass the required state exams.

*The FHS Class of 2016 is required to earn a minimum of 3 years of math credit (still achieving a total of 24 credits for graduation). However, please note that the Massachusetts State University system requires 4 years of high school math credit for their incoming university freshmen starting in the fall of 2016.

REF.: Foxborough High School Handbook

Policy adopted: 9-8-08
Policy Revised: 4-25-11
Policy Revised: 6-15-15

EVALUATION OF INSTRUCTIONAL PROGRAMS

The Foxborough School Committee considers comprehensive and objective evaluation of the effectiveness of the curriculum to be of primary importance. The Superintendent will provide for the translation of the stated instructional goals into objectives and for appraisal of their implementation in order to:

1. Determine educational needs and provide information for planning.
2. Indicate instructional strengths and weaknesses.
3. Check on the suitability of programs in terms of community requirements.
4. Show the relationship between achievement and the system's stated goals.
5. Provide data for public information.

Elements of this evaluation process may include:

1. Testing programs such as MCAS, nationally standardized general achievement tests, nationally standardized tests in specific subject areas, and tests administered by other agencies, as well as data from locally administered informal assessments.
2. Study of school achievement records.
3. Study of students' high school and drop-out records.
4. Use of outside services, participation in regional research studies, contracted evaluation services; evaluation services at cost to the school system must be approved in advance by the Foxborough School Committee.
5. Teacher and parent evaluation of student behavior.
6. State Department of Education specialists and services.
7. Evaluation by the regional accrediting association.
8. Evaluation by other agencies.

An evaluation of the curriculum and its effectiveness will be made periodically and reported to the Committee by the Superintendent.

Policy adopted: 3-24-08

Policy adopted as revised: 4-23-12

Foxborough Public Schools

DISTRICT PROGRAM ASSESSMENTS

The Foxborough Public Schools believe in a program of testing for assessment/evaluation. This program shall be coordinated throughout the school District by the appropriate administrator who shall be responsible for scheduling, disseminating, and collecting tests and for reporting and interpreting all group test results.

Measurements of educational achievement shall be prepared so that data is consistent for comparison purposes within the School District from year to year and with other school districts to the extent required by rules of the State Board of Education.

Policy adopted: 3-24-08

TEACHING ACTIVITIES/PRESENTATIONS

It is the desire of the Foxborough School Committee that the best available strategies for bringing about learning be utilized in the Foxborough Public Schools schools. The instructional staff shall be expected to keep abreast of new and promising instructional ideas and practices developed in schools throughout the nation and to apply those which have potential for improving the learning program in the Foxborough Public Schools schools.

An educational climate shall be established which shall be conducive to rational thought, inquiry, and respect for the dignity of the individual. This educational climate will assist students in learning how to think rather than what to think and shall provide students the opportunity to identify, express, and defend their opinions without penalty or fear of reprisal or ridicule.

Nothing in this policy shall limit a parent/guardian's right to file a complaint to challenge the use of teaching activity or presentation.

Policy adopted: 3-24-08

TEACHING ABOUT CONTROVERSIAL ISSUES/CONTROVERSIAL SPEAKERS

An important goal of the schools is to help prepare students for intelligent and conscientious participation as citizens in our democratic society. One step toward meeting this goal is to introduce students to reasoned and dispassionate approaches to the analysis of contemporary social and political issues. To insure that these issues can be examined in an atmosphere as free from emotion and prejudice as the times permit, the Foxborough School Committee establishes the following guidelines for discussion of controversial issues in the schools.

Teacher-Planned Classroom Discussions

1. Controversial issues selected by teachers for classroom discussion must relate directly to the objectives and content of courses approved by the Foxborough School Committee for inclusion in the curriculum.
2. The teachers' right to introduce controversial issues in classroom presentations does not include the right of advocacy. Teachers must refrain from using their positions to express partisan points of view.
3. The approach to discussion of these issues in the classroom must be objective and scholarly with minimum emphasis on opinion and maximum emphasis on intelligent analysis.
4. Teachers must ensure that the reasoned arguments of all sides of an issue are given equal presentation and emphasis in classroom discussions.
5. Teachers may invite visitors from outside the schools to give presentations on controversial issues when the visitors offer qualifications and resources not available in the schools. All visitors are to be guided by the standards of language usage that prevail in the classrooms and by the standards of scholarly inquiry set forth above. Whenever possible, teachers who invite visitors to present one side of an issue will also invite visitors to present the other side(s).
6. In all cases teachers must obtain from the appropriate Principal permission to invite visitors for classroom presentations. Permission must be requested at least 48 hours before the scheduled time of presentation.

Student-Initiated Forums on Controversial Issues

Student groups may request permission to conduct forums on controversial issues in the schools. The Principal may grant such requests under the following conditions:

1. Preparation for presentation of a forum will not cause any student or teacher to miss class and will not cause the cancellation of any class.

File: IMB

2. Adequate advance planning must be conducted for each forum. A request to hold a forum must be received by the Principal at least three weeks before the scheduled date of presentation. For each request the Principal will appoint, after consultation with the requesting student group, an adult advisory group consisting of at least two parents and two faculty members.
3. The standards for approach to discussion, style of presentation, and use of visitors as defined above will apply to student-initiated forums. Requests from Groups or Individuals Outside the Schools

No permission will be granted non-school groups or individuals to make presentations on controversial issues in the schools during school hours. Requests for after-school or evening use will be processed in accordance with the Committee's policy on community use of school facilities.

No permission will be granted outsiders for distribution of literature on controversial issues to students in general or to class groups.

A Principal may grant an outside group or individual permission to post one notice of a public meeting for discussion of issues if the language of that notice conforms to the standards that prevail in the community. The Principal will determine the appropriate bulletin board for such notices.

SOURCE: MASC

Policy adopted: 9-8-08

File: IMD

SCHOOL CEREMONIES AND OBSERVANCES

The United States Constitution and the Constitution of the State of Massachusetts and related court rulings clearly establish the concept of "church and state separation" and the "preclusion of sectarian instruction in public schools."

In order to help staff members abide by the spirit and letter of the law, and to avoid compromising any student's religious or conscientious beliefs or freedoms, the following guidelines have been established:

The observance of religious holidays is not the responsibility of the public schools.

While it is recognized that many activities are initiated with the approach of major holidays in order to capitalize on the readiness and interest that is generated at these times, it should be understood that such occasions frequently have religious underpinnings. Care should be taken to relate only to secular aspects of these holidays.

Foxborough Public Schools

Music programs given at times close to religious holidays should not use religious aspect of these holidays as the underlying motive or theme. Although religious music is appropriate in the schools to the extent that it is sung or presented for musical rather than religious content, its use should not violate the secular nature of the school. Pageants, plays, recitals, and other literary or dramatic activities should not be used to convey religious messages. While the holidays represent a valid source of ideas for meaningful school art experiences, teachers should avoid assigning or encouraging art work that promotes religious aspects of such holidays. If, however, individual students choose to use a religious personage, event, or symbol as the vehicle for an artistic expression, they should be allowed to take this action.

The above statements should not be interpreted to preclude the factual and objective teaching about religions, religious holidays, and religious differences. Such instruction will be permitted in the schools since insights in this area can enhance the mutual understanding needed by all the people in a pluralistic society.

LEGAL REF.: 603 CMR 26:05

Policy adopted: 3-24-08

ANIMALS IN SCHOOL

The Foxborough School District is committed to providing a high quality educational program to all students in a safe and healthy environment.

No animal shall be brought to school without prior permission of the building Principal. School Principals, in consultation with the Health Services Providers in each building, shall utilize the Department of Public Health publication "Guidelines for Animals in Schools or on School Grounds" and review student health records to determine which animals may be allowed in the school building. The decision of the Principal shall be final.

Educational Program

Use of animals to achieve specific curriculum objectives may be allowed by the building Principal provided student health and safety is not jeopardized and the individual requesting that the animal be brought to school is responsible for adhering to the "Guidelines for Animals in Schools or on School Grounds" and any other conditions established by the Principal to protect the health and well-being of students.

Student Health

The health and well-being of students is the District's highest priority. Animals may cause an allergic reaction or otherwise impair the health of students. No animals may be brought to school or kept in the school, classroom, office or common area that may negatively impact the health of any student who must utilize that area. Animals that cause an allergic reaction or impair the health of students shall be removed from the school immediately so that no student shall have his/her health impaired and each student shall have full access to available educational opportunities.

Animals Prohibited from School

Rabies is a growing problem and any fur-bearing animal is susceptible to this very serious fatal disease. Infected animals can transmit this disease to students and staff. Based on the Massachusetts Departments of Health and Education recommendations the following animals are prohibited from schools within the Foxborough School District.

Wild Animals and Domestic Stray Animals - Because of the high incidence of rabies in bats, raccoons, skunks, foxes and other wild carnivores, these animals should not be permitted in school buildings under any circumstances (including dead animals).

Fur-Bearing Animals (pet dogs*, cats, wolf-hybrids, ferrets, etc.) - These animals may pose a risk for transmitting rabies, as well as parasites, fleas, other diseases and injuries.

Bats - Bats pose a high risk for transmitting rabies. Bat houses should not be installed on school grounds and bats should not be brought into the school building.

Poisonous Animals - Spiders, venomous insects and poisonous snakes, reptiles and lizards are

prohibited for safety reasons.

1 of 3

File: IMG

***Exception: Guide, Hearing and Other Service Dogs or Law Enforcement Dogs** - These animals may be allowed in school or on school grounds with proof of current rabies vaccination.

Exceptions may be made with the prior approval of the Superintendent of Schools.

Service Animals (Guide or Assistance Dogs)

The Foxborough School Committee does not permit discrimination against individuals with disabilities, including those who require the assistance of a service animal. The District will comply with Massachusetts law concerning the rights of persons with guide or assistance dogs and with federal law and will permit such animals on school premises and on school transportation.

For purposes of this policy, a “service animal includes any dog that has been individually trained to do the work or perform tasks for the benefit of an individual with a disability”. The regulations further state that “a public entity shall make reasonable modifications in policies, practices, or procedures to permit the use of a miniature horse by an individual with a disability if the horse has been individually trained to do work or perform tasks for the benefit of the individual with the disability”.

Service animals perform some of the functions and tasks that individuals with disabilities cannot perform themselves. Service animals are not pets. There are several kinds of service animals that assist individuals with disabilities. Examples include, but are not limited to, animals that:

- assist individuals who are blind or have severe sight impairments as “seeing eye dogs” or “guide dogs;”
- alert individuals with hearing impairments to sounds;
- pull wheelchairs or carry and pick-up items for individuals with mobility impairments; and
- assist individuals with mobility impairments with balance.

The District shall not assume or take custody or control of, or responsibility for, any service animal or the care or feeding thereof. The owner or person having custody and control of the dog shall be liable for any damage to persons, premises, property, or facilities caused by the service animal, including, but not limited to, clean up, stain removal, etc.

If, in the opinion of the School Principal or authorized designee, any service animal is not in the control of its handler, or if it is not housebroken, the service animal may be excluded from the school or program. The service animal can also be excluded if it presents a direct and immediate threat to others in the school. The parent or guardian of the student having custody and control of the dog will be required to remove the service animal from District premises immediately.

If any student or staff member assigned to the classroom in which an service animal is permitted suffers an allergic reaction to the animal, the person having custody and control of the animal will be required to remove the animal to a different location designated by the Building Principal or designee and an alternative plan will be developed with appropriate District staff. Such plan could include the reassignment of the person having custody and control of the animal to a different classroom assignment. This will also apply if an individual on school transportation suffers an allergic reaction. In this case, an

Foxborough Public Schools

File: IMG

alternate plan will be developed in coordination with appropriate school, District, and transportation staff including the involvement of the parents/guardian of the students.

When a student will be accompanied by a service animal at school or in other District facilities on a regular basis, such staff member or such student's parent or guardian, as well as the animal's owner and any other person who will have custody and control of the animal will be required to sign a document stating that they have read and understood the foregoing policy.

The Superintendent of Schools or his/her designee shall be responsible for developing procedures to accommodate a student's use of an assistance dog in District facilities and on school transportation vehicles.

SOURCE: MASC

LEGAL REF: Title II of the Americans with Disabilities Act (ADA)
Policy Adopted: 4-25-11

ASSISTANCE ANIMALS

File: IMGA

The Foxborough Public Schools supports the use of Animal Assisted Therapy (AAT) for the benefit of its students subject to the conditions of this policy. Assistance animals are certified and work with certified owners/handlers to provide emotional and physical support in the educational setting.

AAT Defined

A goal-directed intervention in which an animal that meets specific criteria is an integral part of the treatment process. AAT is a therapeutic interaction directed or delivered by a health/human service professional with specialized expertise within the scope of practice of their profession. AAT is designed to promote improvement in human physical, social, emotional, and cognitive functioning. Cognitive functioning refers to thinking and intellectual skills.

All certified assistance animals in the Foxborough Public Schools work to support and positively influence student achievement. Benefits from working or visiting with an assistance animal include improved social skills, promotion of positive behavior, increased student engagement, improved attendance, reduced stress, improved physical and emotional well-being, low blood pressure, decreased anxiety, improved self-esteem and normalization of the environment, increasing the likelihood of successful academic achievement by the student. Examples of activities that students may engage in with an assistance animal include petting and/or hugging the animal, speaking to the animal, giving the animal simple commands that the animal is trained to respond to, and reading to the animal.

Certification Requirements

- The Handler/Animal team must be certified by the Handler/Animal team member agency that has validated that their specific AAT program requires a temperament evaluation for all participating animals and this Handler/Animal Team passed the evaluation.
- Owner must provide a certificate of insurance naming the Town of Foxborough as an additional insurer and that the owner is carrying the animal on their Liability Insurance.

Definitions

An *Assistance Animal* is an animal that has been individually trained, evaluated, and registered with their handler to provide animal-assisted activities and animal-assisted interactions within a school or other facility.

Assistance animals do not meet the definition of “service animals” under the Americans with Disabilities Act (ADA). Assistance animals in the Foxborough Public Schools are not family pets that have been certified as pet therapy animals. Service animals are defined under Policy IMG – Animals in School.

The *handler* is an individual school district staff member or volunteer who has been individually trained, evaluated, and registered with the assistance animal to provide animal assisted activities and animal assisted interactions within a school or other facility. The handler will assume full responsibility for the assistance animal’s care, behavior and suitability for interacting with students and others in the school

Foxborough Public Schools

while the assistance animal is on school district property. The Superintendent shall approve and designate the handler. Assistance animals are personal property of the handler and are not owned by the school district.

Animal-Assisted Activities and Animal-Assisted Interactions are nongoal-driven interactions where the specific content of the visit is spontaneous and is meant to provide motivational, educational and/or recreational activities that enhance the quality of life.

Standards and Procedures

1. Request/Approval: The Superintendent may approve at their sole discretion any request to have an assistance animal on school district property. Such approval may be suspended, curtailed, or rescinded at any time, for any reason, at the sole discretion of the Superintendent. Once the Superintendent or the Superintendent's designee approves the request, a plan for animal visits shall be developed with the Principal or the Principal's designee. The Superintendent reserves the right to restrict or prohibit specific species or varieties of Assistance Animals.
2. Training and Registration: The handler shall submit proof of registration as an assistance animal handler with each assistance animal the handler intends to bring to the school district. Such registration shall be from a recognized district approved agency, such as the National Education for Assistance Dog Services, Inc. (NEADS), or other such assistance animal registering organization as determined by the Superintendent.
3. Health and Vaccination: The owner shall ensure the assistance animal receives all medical necessities, including up-to-date vaccinations, and shall submit documentation that the animal is in good health and has been immunized against diseases common to animals.
4. Disposition: Assistance animals should show no signs of aggression. School officials will immediately suspend privileges in the event the animal shows signs of aggression (biting, growling, etc.). Animals should not bark or otherwise create any disturbances/distractions in the educational environment.
5. License: The owner shall provide proof of licensure to the appropriate municipality.
6. Ownership: The owner of the assistance animal is solely responsible for the animal. The Town of Foxborough is only liable for the animal's actions when it is acting as an agent of the school, similar to regular employees.

Review of Professional School Assistance Animal Guidelines and Procedures

The AAT policy will be reviewed annually with staff and students.

District employees will not receive any additional pay, stipend, or compensation for providing the assistance animal or for being the handler and/or the owner of the assistance animal. The supervision and care of the approved assistance animal is solely the responsibility of the handler(s) when the animal is on campus.

This policy is not intended to, and does not allow students, parents, or staff to bring emotional support animals onto the Foxborough Public Schools campus. Individuals cannot bring an Assistance Animal onto the District campus that does not meet the definition of an assistance service animal under this policy.

For further information on the presence of animals in the Foxborough Public Schools, please see Policy IMG.

CROSS REFS: Policy IMG – Animals in Schools

ADOPTED: 3/9/21