

# Field Trip!

## Check List



Before leaving school property... **walking, bus or van**

A **MINIMUM** of two weeks prior to departure, chaperones must submit items 2 and 5 below to the health office in their building.

1. \_\_\_\_\_ Chaperones: secure signed permission slips.  
All students **MUST** have a signed permission slip to leave school grounds.
2. \_\_\_\_\_ Alphabetized list of students – if traveling by bus, one list per bus
3. \_\_\_\_\_ List of students receiving medications
4. \_\_\_\_\_ Students medications (if necessary)
5. \_\_\_\_\_ Health update (updated every 50 days)
6. \_\_\_\_\_ HIPPA Law: Allows medical personnel to share student information with chaperones.  
***Present to EMS personnel in the event of an emergency***
7. \_\_\_\_\_ Take a fully stocked First Aid Kit

## Approval for Overnight Field Trip



This form requesting permission for either a school-sponsored or school-related "overnight field trip" will be submitted to the Superintendent or his/her designee by the sponsoring individual/group thirty (30) days in advance of the planned trip). This will allow the Superintendent to review the request and to make a determination as to whether or not the Board of Education must approve said request.

Please complete the following:

NAME OF PERSON COMPLETING THIS FORM: \_\_\_\_\_

TITLE OF TRIP: \_\_\_\_\_

SPONSORING ORGANIZATION(S): \_\_\_\_\_

PURPOSE OF THE TRIP: \_\_\_\_\_

DATE(S) OF TRIP: \_\_\_\_\_

LODGING EXPLANATION (INCLUDE THE LOCATION, HOW LONG AT THE SITE, FORM OF PAYMENT (EITHER BY CHECK OR P.O.) AS WELL AS OTHER RELATED ITEMS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATE OF REQUEST: \_\_\_\_\_

***If approved by the Board of Education, they are approving the Planning and fundraising per Board Policy #8460. The Trip Organizer will complete the back of this page within 10 days of the field trip for review by Superintendent or Designee.***

**COMPLETED BY TRIP ORGANIZER FOR REVIEW BY SUPERINTENDENT OR DESIGNEE**

COST EXPLANATION - INCLUDE COST TO:  
INDIVIDUAL \_\_\_\_\_

ORGANIZATION \_\_\_\_\_

DISTRICT: \_\_\_\_\_

NUMBER AND NAME(S) OF FEMALE CHAPERONE(S): \_\_\_\_\_

\_\_\_\_\_

NUMBER AND NAMES(S) OF MALE CHAPERONE(S): \_\_\_\_\_

\_\_\_\_\_

NUMBER OF FEMALE STUDENT(S): \_\_\_\_\_

NUMBER OF MALE STUDENT(S): \_\_\_\_\_

**FINAL APPROVAL BY SUPERINTENDENT OR DESIGNEE**

SIGNATURE: \_\_\_\_\_ DATE \_\_\_\_\_



## AUBURN ENLARGED CITY SCHOOL DISTRICT

### School Health Services

To: Parents/Guardian  
From: School Health Services  
Re: Administration of Medication in School

*The policy for students receiving medication in school is as follows:*

1. **MEDICATION CAN ONLY BE GIVEN IN SCHOOL WITH A WRITTEN PHYSICIAN'S ORDER.** This order must include the student's name, name of medication, dosage, time and dates to be given. The label on the medicine bottle is not sufficient.
2. **A WRITTEN REQUEST FROM THE PARENT FOR THE SCHOOL HEALTH OFFICE TO ADMINISTER THE MEDICATION MUST BE PROVIDED.**
3. Medicine arriving in school in unmarked containers, baggies, etc., will not be given. The medication must be in its original container.
4. The medication should be delivered to the school by the parent/guardian.
5. Do not send aspirin or other single dose medication to school with your child. These medications will not be administered without fulfillment of the requirements stated above. **This also includes cough drops.**
6. The medication will be kept in the school health office throughout the time it is to be administered.
7. Parents will be contacted to make arrangements to pick up discontinued or unused medication.

If, at any time, you have any questions or concerns regarding the administration of medication, or this procedure, please contact your school health office.

Thank you for your cooperation.

**Auburn Enlarged City School District**  
**School Health Services**  
**HEALTH UPDATE**

(Every 50 days an information update may be required) School \_\_\_\_\_

Please complete the following information and return to your student's teacher.

Teacher \_\_\_\_\_

Student's Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Grade \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_ Birth Date \_\_\_\_\_

In case of accident or illness, it is mandatory that you provide the following information for emergency calls:

Name	Last	First	Address	Phone/Cell #	Work Name	Phone
Mother						
Father						
Stepparent						
Guardian						

List TWO persons (relatives/babysitter/neighbor) who will assume temporary care of your child if you cannot be reached.

Name	Relationship	Address	Phone	Work Name	Phone

Physician Name \_\_\_\_\_ Dentist Name \_\_\_\_\_

Has child ever attended an Auburn school? No \_\_\_\_\_ Yes \_\_\_\_\_ If Yes, what school? \_\_\_\_\_

In case I cannot be reached, I authorize the Auburn School District to render such treatment as may be necessary in an emergency for the health of my child. I give my permission to the school official in charge to obtain the services of the nearest ambulance, rescue service, family physician on record, or other physician if my own is not available, to provide immediate and necessary care.

This form will be utilized for the current school year. The information will be shared with appropriate instructional staff, the transportation department, and Health Services. It will also be available on field trips and in the event of an emergency will be given to emergency personnel.

Date \_\_\_\_\_ Signature of Parent/Guardian X \_\_\_\_\_

Does Child Have:	Yes	No		Yes	No		Yes	No
Allergies	___	___	Seizure Disorder	___	___	Asthma	___	___
Bee Sting Allergy	___	___	Diabetes	___	___	Hearing Disorder	___	___
Attention Deficit (ADD, ADHD)	___	___	Bladder/Bowel Problem	___	___	Vision Disorder	___	___
Medication*	___	___	Skin rash/eczema	___	___	Glasses/contacts	___	___
Stomach aches	___	___	Headaches/Injury	___	___	Heart Murmur	___	___
Broken bones	___	___	Ear Infections	___	___	Other (chicken pox mononucleosis, etc)	___	___
			Tubes in ears	___	___			

If you answered yes to any of the above, please explain below.\*

\*Surgery \_\_\_\_\_ \*Accident/Injury \_\_\_\_\_

\* Medication: name/dose/frequency/Physician/reason for medication \_\_\_\_\_

If any of the above information changes during the course of the school year, please notify the School Nurse, as soon as possible.

**NYS Education Law requires school districts to have on file signed instructions for emergencies from parents/guardians.**

Revised 9/04

**AUTHORIZATION FOR  
MEDICAL TREATMENT OF A MINOR**



Name of Minor: \_\_\_\_\_ Date of Birth \_\_\_\_\_

Identify any Allergies, Special Conditions and/or Medications Presently Taking: \_\_\_\_\_

I/We, being the parent(s) or legal guardian(s) of the above named minor, do hereby appoint:

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

To act in my/our behalf in authorizing unexpected medical, dental, surgical care and hospitalization for the above named minor during the period of my/our absence, from:

Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_ through Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

This document shall be presented to a physician, dentist or appropriate hospital representative at such time as unexpected medical, dental, surgical care or hospitalization may be required.

**Parent/Guardian:**

Signature \_\_\_\_\_

Address \_\_\_\_\_ Date \_\_\_\_\_

**Parent/Guardian:**

Signature \_\_\_\_\_

Address \_\_\_\_\_ Date \_\_\_\_\_

**Witness:**

Signature \_\_\_\_\_

Address \_\_\_\_\_ Date \_\_\_\_\_

**Witness:**

Signature \_\_\_\_\_

Address \_\_\_\_\_ Date \_\_\_\_\_

Hospitalization Coverage for above named minor:

Insurance Company or Government Program \_\_\_\_\_ I.D. or Contract # \_\_\_\_\_

**Family Physicians:**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

It's the law. If your child needs medical, dental, health, or hospital services, you as a parent must give permission. Except in a true emergency, care may be ordinarily rendered to a child only with the consent of the parent or legal guardian. Sometimes a child may need unexpected care which is not, however, a true emergency. In such cases, making an effort to contact a parent for permission can delay treatment and create unnecessary anxious moments for the child. You can prepare for unexpected care for your children might need when you are away from home. When you know you will be hard to reach, you can give permission to other adults. They can then act for you by permitting your child to be treated if unexpected care is needed.

\_\_\_\_ Please check additional medical information is attached.

This is a legal document. With it, you may appoint relatives, friends, teachers, clergy, neighbors - any one who is over 18 years of age - to be responsible for your children when you are away from them. It is especially important to prepare form for the occasions when you know it will be hard to contact you.

Fill out this form carefully. Have your signature witnessed by an adult different from the person you are making responsible for your children.

After you complete this form, give it to the adult(s) you named to act on your behalf. If your child needs unexpected medical treatment, the responsible adult(s) should present this document to the appropriate person - physician, dentist, hospital representative.

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U.S. Department of Health & Human Services

## HIPPA Law

### Health Information Privacy

**May a doctor or hospital disclose protected health information to a person or entity that can assist in notifying a patient's family member of the patient's location and health condition?**

**Answer:**

Yes. The HIPAA Privacy Rule permits a covered doctor or hospital to disclose protected health information to a person or entity that will assist in notifying a patient's family member of the patient's location, general condition, or death. See 45 CFR 164.510(b)(1)(ii). The patient's written authorization is not required to make disclosures to notify, identify, or locate the patient's family members, his or her personal representatives, or other persons responsible for the patient's care. Rather, where the patient is present, or is otherwise available prior to the disclosure, and has capacity to make health care decisions, the covered entity may disclose protected health information for notification purposes if the patient agrees or, when given the opportunity, does not object. The covered entity may also make the disclosure if it can reasonably infer from the circumstances, based on professional judgment, that the patient does not object. See 45 CFR 164.510(b)(2).

Even when the patient is not present or it is impracticable because of emergency or incapacity to ask the patient about notifying someone, a covered entity can still disclose a patient's location, general condition, or death for notification purposes when, in exercising professional judgment, it determines that doing so would be in the best interest of the patient. See 45 CFR 164.510(b)(3).

Under these circumstances, for example:

A doctor may share information about a patient's condition with the American Red Cross for the Red Cross to provide emergency communications services for members of the U.S. military, such as notifying service members of family illness or death, including verifying such illnesses for emergency leave requests.

- A hospital may ask police to help locate and communicate with the family of an individual killed or injured in an accident.
- A hospital may contact a patient's employer for information to assist in locating the patient's spouse so that he/she may be notified about the hospitalization of the patient.

Date Created: 02/24/2004

Last Updated: 08/08/2005

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U.S. Department of Health & Human Services • 200 Independence Avenue, S.W. • Washington, D.C. 20201

**AUBURN ENLARGED CITY SCHOOL DISTRICT  
OVERNIGHT STUDENT TRIP PERMISSION FORM**

NAME OF TRIP \_\_\_\_\_ SCHOOL \_\_\_\_\_  
DATES OF TRIP \_\_\_\_\_ TRIP SUPERVISOR \_\_\_\_\_  
STUDENT NAME \_\_\_\_\_ GRADE \_\_\_\_\_ HR \_\_\_\_\_

I am making application to participate in the \_\_\_\_\_ student trip to \_\_\_\_\_  
I understand that to participate in this trip, I must be eligible to participate in extracurricular activities at the time of the trip.

I have read the section below on trip rules and responsibilities for participants and agree to follow these and any other rules set by the chaperones.

**OVERNIGHT TRIP EXPECTATIONS AND RULES**

The Auburn Enlarged City School District takes very seriously its responsibilities related to students participating in overnight field trips. Expectations have been established to provide for the safety of all participants. Failure to follow any of these expectations may result in the students involved being sent home at their parent's expense.

1. The Auburn School District's Disciplinary Code for Student Conduct applies to all activities on this overnight trip.
2. Alcohol and non-prescription drug possession and/or use are strictly prohibited. Anyone using prescription drugs or over the counter medication is required to inform the trip supervisor of the type of medication and frequency of use; per school policy the medication must be in its original container accompanied by a physician order and a self-medication release form.
3. Possession and/or use of tobacco products are prohibited. This includes the possession of lighters and matches.
4. Quiet hours for sleeping will be set and observed. All participants will remain in their hotel/motel rooms following curfew each night.
5. When traveling anywhere, participants will be in groups of two or more as arranged by a chaperone.
6. All participants are responsible for safeguarding their personal belongings.
7. All persons and surroundings will be treated with respect. Harassment of any nature will not be tolerated.
8. There will be no sexual activity or other inappropriate contacts on the trip.
9. Chaperones have the right to enter any room and inspect any possession of participants at any time.
10. Hotel/Motel room assignments will be made in advance by the trip supervisor. Participants are expected to sleep in their assigned rooms.

*To qualify for this trip, I have completed this form, the attached medical release, and (if applicable) a check in the amount of \_\_\_\_\_ is attached. (Final payment in the amount of \_\_\_\_\_ is due on \_\_\_\_\_.*  
*Make checks payable to \_\_\_\_\_.*

Refunds will be made only if the trip is full and a replacement can be found to replace the student originally registered for the trip.

I have read the above, understand all expectations and agree to abide by them and any other rules established by the Chaperones.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_.

I understand the rules and hereby give permission for my son/daughter to participate in this overnight trip.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_.



## *AUBURN ENLARGED CITY SCHOOL DISTRICT*

### TRIP SUPERVISOR/CHAPERONE GUIDELINES FOR OVERNIGHT TRIPS MIDDLE AND HIGH SCHOOL

1. Obtain permission forms signed by student and parent/guardian for all students.
2. Obtain a signed medical authorization form for each student.
3. Two parent information meetings shall be held. One during the planning stages of the trip, and one a week prior to departure for the trip. The purpose of the meeting during the planning stage is to assess the level of support for the trip and disseminate available information. The purpose of the meeting one week prior to departure is to confirm and finalize arrangements, as well as to assess the aspects of student safety on the trip and of means to make contact during the trip.
4. Provide parents with written information as to how they can contact chaperone(s) and or their sons/daughters while on the trip.
5. Trip Supervisor shall establish a confirmed schedule of events ahead of time, as well as written rules and expectations; provide each student with a copy before the overnight trip. Inform students of how to contact a chaperone at all times while on trip. (Copy will be given to building principal.) If a significant change in the itinerary occurs during the trip, then supervisor will inform the building principal or designee.
6. Trip Supervisor will arrange for a list of student names (alpha), and parent/guardian telephone numbers (work and home) to be left with each building administrator, along with the name, address, and telephone number of all hotels/motels, (telephone number and address of conference/concert location, if different), and name and telephone number of transportation carrier you are using (also 24 hr number, if possible).
7. Trip Supervisor will arrange for chaperones' supervision for all events and describe their responsibilities. Students may sometimes browse, etc., with a partner on their own, but chaperone will set up appropriate checkpoints and check times.
8. In case of inclement weather or cancellations, appropriate alternative plans will be substituted.

9. The following guidelines will be followed for appropriate adult supervision on overnight field trips:
- a. Twelve or fewer students - single sex trip requires one chaperone; mixed sex trip requires one male and one female chaperone. When possible, trips involving male and female students will be accompanied by at least one chaperone of each sex.
  - b. Thirteen or more students - minimum of two chaperones with a ratio of one chaperone per ten students, or fraction thereof. Male/female ratio of chaperones must be proportionate to male/female student ratio.
  - c. Exceptions to a. and b. above can only be made with the expressed written permission of the Building Principal.
10. Maximum number of students per room in a hotel/motel room will be arranged in advance.
11. In case of student illness on an overnight trip, a chaperone will remain with the student.
12. When possible, chaperones will room on the same floor as students.
13. Arrangements will be made among chaperones and/or the hotel/motel management for adequate security to assure student compliance with curfew rules established for the trip.
14. In group situations, except lodging, chaperones will intersperse themselves among students for all activities.
- Chaperones shall exhibit due diligence at all times to assure that students comply with all established rules for the overnight trip AND Auburn School District's Disciplinary Code for student behavior.
15. The trip supervisor will use his/her discretion to call parents about conditions or emergencies when they arise during the trip.

I have read and understand the stated guidelines and policies (#7310, #7551) for Trip Supervisors and Chaperones as outlined above and agree to enforce same:

Chaperone Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Received and Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_  
Building Principal / Administrator

*Attachments: Board of Education Policy 7310 - Policy on Student Conduct and Discipline and Board of Education Policy 7551 - Sexual Harassment (Students)*

# POLICY

2003

7310  
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Students

## SUBJECT: SCHOOL CONDUCT AND DISCIPLINE

The Board of Education acknowledges its responsibility to protect the educational climate of the District and to promote responsible student behavior. Accordingly, the Board delegates to the Superintendent the responsibility for assuring the implementation of a *Code of Conduct for the Maintenance of Order on School Property*, including school functions, which shall govern the conduct of students as well as teachers, other school personnel, and visitors. The Board shall further provide for the enforcement of such Code of Conduct. The District Code of Conduct shall be developed in collaboration with student, teacher, administrator, and parent organizations, school safety personnel and other personnel and shall incorporate, at a minimum, those components addressed in law and enumerated in Policy #3410 -- *Code of Conduct on School Property*. Specific components may vary as appropriate to student age, building levels, and educational needs.

In accordance with the *Code of Conduct on School Property*, areas addressing student conduct and behavior will further utilize the following strategies in promoting acceptable student behavior:

- a) A bill of rights and responsibilities of students that focuses upon positive student behavior, and is publicized and explained to all students on an annual basis;
- b) A Code of Conduct for student behavior setting forth prohibited student conduct and the range of penalties that may be imposed for violation of such Code, that is publicized and disseminated to all students and parents/guardians on an annual basis pursuant to law;
- c) Strategies and procedures for the maintenance and enforcement of public order on school property that shall govern the conduct of all persons on school premises, in accordance with Section 2801 of the Education Law and accepted principles of due process of law;
- d) Procedures within each building to involve student service personnel, administrators, teachers, parents/guardians and students in the early identification and resolution of discipline problems. For students identified as having disabilities, procedures are included for determining when a student's conduct shall constitute a reason for referral to the Committee on Special Education for review and modification, if appropriate, of the student's individualized education program;
- e) Alternative educational programs appropriate to individual student needs;
- f) Disciplinary measures for violation of the school policies developed in accordance with subparagraphs b) and c) of this paragraph. Such measures shall be appropriate to the seriousness of the offense and, where applicable, to the previous disciplinary record of the student. Any suspension from attendance upon instruction may be imposed only in accordance with Section 3214 of the Education Law; and

(Continued)

# POLICY

2003

7310  
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Students

## SUBJECT: SCHOOL CONDUCT AND DISCIPLINE (Cont'd.)

- g) Guidelines and programs for in-service education for all District staff to ensure effective implementation of school policy on school conduct and discipline.

Education Law Sections 2801 and 3214  
8 New York Code of Rules and Regulations  
(NYCRR) Section 100.2(2)

NOTE: Refer also to Policy #3410 -- Code of Conduct on School Property

Adopted: 09/09/03

# POLICY

**\*Required Policy**

2003

7551  
1 of 4

Students

## **SUBJECT: SEXUAL HARASSMENT OF STUDENTS**

The Board of Education affirms its commitment to non-discrimination and recognizes its responsibility to provide for all District students an environment that is free of sexual harassment, including sexual violence. Sexual harassment including sexual violence is a violation of law and stands in direct opposition to District policy. Therefore, the Board prohibits and condemns all forms of sexual harassment by employees, school volunteers, students, and non-employees such as contractors and vendors which occur on school grounds and at all school-sponsored events, programs and activities including those that take place on a school bus at locations off school premises or those that take place in another state. Since sexual violence is a form of sexual harassment, the term, "sexual harassment" in this policy will implicitly include sexual violence even if it is not explicitly stated.

### **Sexual Harassment**

Generally, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communication of a sexual nature when:

- a) Submission to or rejection of such sexually harassing conduct and/or communication by a student affects decisions regarding any aspect of the student's education, including participation in school-sponsored activities;
- b) Conditions exist within the school environment that allow or foster obscene pictures, lewd jokes, sexual advances, requests for sexual favors or other harassing activities of a sexual nature; and
- c) Such conduct and/or communication has the purpose or effect of substantially or unreasonably interfering with a student's academic performance or participation in an educational or extracurricular activity, or creating an intimidating, hostile or offensive learning environment; and/or effectively bars the student's access to an educational opportunity or benefit.

### **Sexual Violence**

Sexual violence is defined by New York Penal Law as physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent. Sexual violence includes but is not limited to acts such as:

- a) Rape;
- b) Sexual assault;
- c) Sexual battery;
- d) Sexual coercion.

(Continued)

# POLICY

2003

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Students

## **SUBJECT: SEXUAL HARASSMENT OF STUDENTS (Cont'd.)**

A person may be unable to consent to a sexual act due to his/her age, use of drugs or alcohol or due to intellectual or other disability. In order to encourage victims of sexual violence to come forward, a District must inform students that the District's primary concern is with their safety. The school should assure victims that any broken rules or violations made by them will be addressed separately from the sexual harassment allegation. For example, victims need to know that their use of alcohol or drugs never makes them at fault for sexual violence.

The Board acknowledges that in determining whether sexual harassment has occurred the totality of the circumstances, expectations, and relationships should be evaluated including, but not limited to, the ages of the offender and the victim; the number of individuals involved; and the type, frequency and duration of the conduct. A single incident of sexual harassment may be sufficiently severe to create a hostile environment in the school and a student may experience the continuing effects from off-campus sexual harassment when in the school setting. The Board recognizes that sexual harassment can originate from a person of either sex against a person of the opposite or same sex, and from a third party such as a school visitor, volunteer, or vendor, or any other individual associated with the School District. Sexual harassment may occur from student-to-student, from staff-to-student, from student-to-staff, as well as staff-to-staff. The District will designate, at a minimum, two (2) Compliance Officers, one (1) of each gender.

In order for the Board to enforce this policy, and to take corrective measures as may be necessary, it is essential that any student who believes he/she has been a victim of sexual harassment, as well as any other person who is aware of and/or who has knowledge of or witnesses any possible occurrence of sexual harassment, should immediately report such alleged harassment. Such report shall be directed to or forwarded to the District's designated Compliance Officers through informal and/or formal complaint procedures as developed by the District. Such complaints are recommended to be in writing, although verbal complaints of alleged sexual harassment will also be promptly investigated in accordance with the terms of this policy. In the event that the Compliance Officer is the alleged offender, the report will be directed to the next level of supervisory authority.

Upon receipt of an informal/formal complaint (even an anonymous complaint), the District will conduct a prompt, equitable, and thorough investigation of the charges. However, even in the absence of a complaint, if the District has knowledge of or has reason to know of or suspect any occurrence of sexual harassment, the District will investigate such conduct promptly, equitably, and thoroughly. To the extent possible, within legal constraints, all complaints will be treated as confidentially and privately as possible. However, disclosure may be necessary to complete a thorough investigation of the charges, and any disclosure will be provided on a "need to know" basis. The Superintendent will inform the Board of Education of investigations involving findings of harassment.

(Continued)

# POLICY

2003

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Students

## **SUBJECT: SEXUAL HARASSMENT OF STUDENTS (Cont'd.)**

Based upon the results of the investigation, if the District determines that an employee and/or student has violated the terms of this policy and/or accompanying regulations, immediate corrective action will be taken as warranted. Should the offending individual be a student, appropriate disciplinary measures will be applied, up to and including suspension, in accordance with District policy and regulation, the Code of Conduct, and applicable laws and/or regulations. Should the offending individual be a school employee, appropriate disciplinary measures will be applied, up to and including termination of the offender's employment, in accordance with legal guidelines, District policy and regulation, the Code of Conduct and the applicable collective bargaining agreement(s). Third parties (such as school volunteers, vendors, etc.) who are found to have violated this policy and/or accompanying regulations will be subject to appropriate sanctions as warranted and in compliance with law.

### **Prohibition of Retaliatory Behavior (Commonly Known as "Whistle-Blower" Protection)**

The Board prohibits any retaliatory behavior directed against complainants, victims, witnesses, and/or any other individuals who participated in the investigation of a complaint of sexual harassment. Follow-up inquiries shall be made to ensure that sexual harassment has not resumed and that all those involved in the investigation of the sexual harassment complaint have not suffered retaliation.

### **Finding That Sexual Harassment Did Not Occur**

At any level/stage of investigation of alleged harassment, if a determination is made that harassment did not occur, the Compliance Officer will so notify the complainant, the alleged offender and the Superintendent of this determination. Such a finding does not preclude the complainant from filing an appeal pursuant to District policy or regulation and/or pursuing other legal avenues of recourse.

However, even if a determination is made that harassment did not occur, the Superintendent/designee reserves the right to initiate staff awareness and training, as applicable, to help ensure that the school community is not conducive to fostering harassment in the workplace.

In all cases, the Superintendent will inform the Board of Education of the results of each investigation involving a finding that sexual harassment did not occur.

### **Knowingly Makes False Accusations**

Employees and/or students who *knowingly* make false accusations against another individual as to allegations of harassment may also face appropriate disciplinary action.

(Continued)

# POLICY

2003

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Students

**SUBJECT: SEXUAL HARASSMENT OF STUDENTS (Cont'd.)**

## **Privacy Rights**

As part of the investigation, the District has the right to search all school property and equipment including District computers. Although rooms, desks, cabinets, lockers, computers, etc. are provided by the District for the use of staff and students, the users do not have exclusive use of these locations or equipment and should not expect that materials stored therein will be private.

## **Development and Dissemination of Administrative Regulations**

Regulations will be developed for reporting, investigating and remedying allegations of sexual harassment. An appeal procedure will also be provided to address any unresolved complaints and/or unsatisfactory prior determinations by the applicable Compliance Officer(s).

Such regulations will be developed in accordance with federal and state law as well as any applicable collective bargaining agreement(s).

The Superintendent/designee(s) will affirmatively discuss the topic of sexual harassment with all employees and students, express the District's condemnation of such conduct, and explain the sanctions for such harassment. Appropriate training and/or "awareness" programs will be established for staff and students to help ensure knowledge of and familiarity with the issues pertaining to sexual harassment in the schools, and to disseminate preventative measures to help reduce such incidents of prohibited conduct. Furthermore, special training will be provided for designated supervisors and managerial employees, as may be necessary, for training in the investigation of sexual harassment complaints.

A copy of this policy and its accompanying regulations will be available upon request and may be posted at various locations in each school building. The District's policy and regulations on sexual harassment will be published in appropriate school publications such as teacher/employee handbooks, student handbooks, and/or school calendars.

Civil Rights Act of 1991, 42 United States Code (USC) Section 1981(a)  
Title VII of the Civil Rights Act of 1964, 42 United States Code (USC) Section 2000e et seq.  
Title IX of the Education Amendments of 1972, 20 United States Code (USC) Section 1681 et seq.  
34 Code of Federal Regulations (CFR) Section 100 et seq.  
29 Code of Federal Regulations (CFR) Section 1604.11(a)  
Civil Service Law Section 75-B  
Education Law Section 2801(1)  
Executive Law Sections 296 and 297

Adopted: 12/09/2003  
Amended: 6/26/2012



# POLICY

2004

7460

Students

## **SUBJECT: SUPERVISION OF STUDENTS**

Students working on any activity and participating in school sponsored events must be supervised by the teacher or appointed individual in charge of the activity. This applies to all activities; and permission to host practices, meetings, or trips must not be granted unless a teacher or appointed individual is definitely in charge of supervision.

- a) Teachers, coaches, and advisors in the School District will be fully responsible for the supervision of all students in either their class or their after school activities. Students shall be supervised at all times. These personnel will maintain supervision over the dressing rooms, practice areas and other occupied spaces.
- b) Coaches are responsible for the supervision of their athletes at the end of practice. This may entail bus duty, or making sure students have transportation home.
- c) Teachers and/or assigned school personnel in the elementary grades will be responsible for the playground supervision of all the children under their jurisdiction. The principal will distribute the responsibility so that the playground situation will be properly controlled.
- d) Students are not to be sent on any type of errand away from the building without the consent of the principal.
- e) For school sponsored trips, chaperones will intersperse themselves among students for all activities and exercise due diligence for supervision.

### **Chaperones**

The Board of Education recognizes that the use of chaperones for school sponsored events or activities can provide important support for the District. Chaperones may be volunteer adults whose responsibility it is to assist the advisor of the event in supervising students during the event.

Guidelines shall be established by the Superintendent of Schools for the selection of chaperones and made available for review. Building administrators will ensure that trip chaperones understand and fulfill the responsibilities for planning and supervision.

**NOTE:** Refer also to Policy #7420 -- Extra Curricular Athletics

Adopted: 10/14/03  
Revised: 4/21/04

# POLICY

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Students

## **SUBJECT: EXTRA CURRICULAR ATHLETICS**

Athletics are an integral part of a well balanced educational program. Therefore, the Board supports within its resources a broad sports program with equal access for both males and females, with an emphasis on maximum participation, through interscholastic and intramural activity. The District will comply with recommendations from the U.S. Department of Education's Office for Civil Rights (OCR) regarding Title IX equal opportunity for males and females in the District's total athletic program regarding any of the following factors which may be applicable:

- a) The nature and extent of the sports program to be offered (including the levels of competition, such as varsity, club, etc.);
- b) The provision of equipment and supplies;
- c) The scheduling of games and practice time;
- d) The provision of travel and per diem allowances;
- e) The nature and extent of the opportunity to receive coaching and academic tutoring;
- f) The assignment and compensation of coaches and tutors;
- g) The provision of locker rooms, practice and competitive facilities;
- h) The provision of medical and training facilities and services;
- i) The provision of housing and dining facilities and services; and
- j) The nature and extent of support, publicity and promotion including cheerleading, bands, published programs distributed at games, and booster club activities.

The interscholastic athletic program shall conform to the Regulations of the Commissioner of Education as well as the established rules of the New York State Public High Schools Athletic Association and the State Education Department.

Eligibility for interscholastic athletic competition requires that the students:

- a) Provide written parental/guardian consent. A consent form for a student's participation in interscholastic sports must contain information regarding mild traumatic brain injuries (concussions) as specified in Commissioner's Regulations;
- b) Pass satisfactorily the medical examination administered by the school physician/nurse practitioner or the student's personal physician. The school physician/nurse practitioner retains final approval on all physicals performed by the student's personal physician; and

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Students

## **SUBJECT: EXTRA CURRICULAR ATHLETICS (Cont'd.)**

- c) Meet the requirements for interscholastic competition as set forth by the Commissioner's Regulations and the New York State Public High School Athletic Association.

### **Booster Clubs**

The School District has a responsibility under Title IX to ensure that boys' and girls' programs are provided with equivalent benefits, treatment, services and opportunities regardless of their source. When determining equivalency, benefits, services and opportunities attained through the use of private funds (e.g., "booster clubs"), such funds are considered in combination with all benefits, services and opportunities.

Private fundraising, including student-initiated fundraising, is permissible under Title IX. Further, compliance with Title IX does not mean that teams must "share" proceeds from fundraising activities. It does, however, place a responsibility on the District to ensure that benefits, services, treatment and opportunities overall, regardless of funding sources, are equivalent for male and female athletes.

In accordance with OCR, in order for the District to be in continuing compliance with Title IX requirements, the District must assure that services, benefits and opportunities in its athletic programs are provided on an equivalent basis to both boys and girls, including those services, benefits and opportunities that are provided through the use of outside financial assistance such as donations, fundraising by coaches, and booster clubs.

### **Selection/Classification Process**

The Board approves the use of the Athletic Placement Process (APP) for all secondary school interscholastic team members. The District will follow all APP guidelines as provided by the NYS Education Department and maintain a file of those students deemed eligible as a result of those procedures.

### **Student Athletic Injuries**

No student should be allowed to practice or play in an athletic contest if he/she is suffering from an injury. The diagnosis of and prescription of treatment for injuries is strictly a medical matter and should under no circumstances be considered within the province of the coach. A coach's responsibility is to see that injured players are given prompt and competent medical attention, and that all details of a doctor's instructions concerning the student's functioning as a team member are carried out. No student will be allowed to practice or compete if there is a question whether he/she is in adequate physical condition.

A physician's certificate may be required before an athlete is permitted to return to practice or competition.

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Students

## **SUBJECT: EXTRA CURRICULAR ATHLETICS (Cont'd.)**

### **Concussions**

A student who has sustained or is believed to have sustained a mild traumatic brain injury (concussion) must be immediately removed from athletic activities. If there is any doubt, it shall be presumed that the student is so injured until proven otherwise. Before being permitted to return to athletic activity, a student must be symptom free for not less than twenty-four (24) hours and have been evaluated by and received written and signed authorization from a licensed physician. Additionally, for extra class athletic activities, a student must have received clearance from the School District Medical Director to participate in such activity.

### **Athletic Program - Safety**

The District will take reasonable steps to see that physical risks to students participating in the interscholastic athletic program shall be kept at a minimum by:

- a) Requiring medical examinations of participants;
- b) Obtaining appropriately certified and/or licensed staff to coach all varsity, junior varsity, and modified games, along with certified and/or licensed officials to referee all such competitions;
- c) Ensuring that equipment is both safe and operative within approved guidelines; and
- d) Providing required training opportunities for all coaching staff regarding mild traumatic brain injury.

Title IX of the Education Amendments of 1972, 20 USC Section 1681 et seq.  
45 Code of Federal Regulations Part 86  
8 NYCRR Section 135 and 136

NOTE: Refer also to Policy #7522 -- Concussion Management

Adopted: 10/14/03  
Amended: 3/1/2005  
Amended: 1/8/2013  
Amended: 12/15/2015

**AUBURN SCHOOL DISTRICT**  
**PARTICIPANT GUIDELINES FOR CO-CURRICULAR AND EXTRA-CLASSROOM**  
**ACTIVITIES**

**Section I: Academic Eligibility Statement**

The number one priority of the Auburn Enlarged City School District is to educate the whole child, first by stimulating the child intellectually and then by providing a number of common experiences designed to develop the social, emotional, physical and ethical values necessary to be a productive member of society. Co-curricular programs help to provide such experiences and are, therefore, considered an integral part of the total educational program. Involvement in co-curricular activities can have a positive influence on the academic achievement of students. However, academics must always come first to accomplish this objective an eligibility standard has been established. The guidelines are as follows:

- A. On report card distribution dates, at the high school and Jr. High levels, and at a 5-week report distribution dates at the Jr. High level, students will be determined to be eligible if they earn a 70% or higher overall average and have no grade of "Incomplete".
- B. Each time a student does not meet this standard, he or she will be put on academic probation until the next report card distribution date. Students may participate in co-curricular activities while they are on probation. It is the student's responsibility to meet with his or her teacher(s) to raise his/her overall average at least to the acceptable level of 70% and to make up the work needed to change an "Incomplete" to a grade.
- C. At the end of the six week probationary period, the student who continues to maintain an average below 70% will be declared ineligible until the marking period in which they achieve an average of 70% or better. Students declared ineligible may not participate in, or try-out for, any co-curricular activity.  
EXAMPLE: A student on probation for the first marking period who does not raise his/her overall average to a 70% or above by the end of the second marking period, will be ineligible for the third marking period. If the student raises their overall average to a 70% or above by the end of the third marking period, the student would be eligible for the fourth marking period. If the student's overall average at the end of the fourth marking period falls below a 70%, the student would return to probation for the fifth marking period.
- D. A student's probation and eligibility status as of the 6<sup>th</sup> marking period will be carried over to the first marking period. The Summer School marking period average, not including the final exam grade, will be used to recalculate the 6<sup>th</sup> marking period average for the purposes of determining first marking period eligibility in the fall.
- E. This regulation will include all students, whether they are in the manager or player role in athletics.
- F. This regulation will include all sports and co-curricular activities.
- G. An 8<sup>th</sup> grade student with an eligibility status of ineligible, or on probation, as of the 6<sup>th</sup> marking period at AJHS will enter 9<sup>th</sup> grade at AHS with an amended eligibility status of probationary in an effort to get them involved in AHS activities

**Section II: Behavioral Eligibility Statement**

**A. Attendance:**

- 1. Students who serve an out-of-school suspension, on the day of a co-curricular activity or other school affair (ie: dance) scheduled after regular school hours, are not eligible for participation or attendance at such events. If a student is suspended Friday, or the day before a break, s/he may not participate in any school activities until the conclusion of their Suspension, on the next day school is in regular session.
- 2. Students who serve a full day of in school suspension may not participate in co-curricular events after school. However, a coach or activity supervisor, at his or her discretion, may require a student to attend, but not to participate.
- 3. In order for students to attend a school-sponsored function, it is necessary that students attend classes for a minimum of four bells.

## Students

**AUBURN SCHOOL DISTRICT  
PARTICIPANT GUIDELINES FOR CO-CURRICULAR AND EXTRA-CLASSROOM  
ACTIVITIES****Section II: Behavioral Eligibility Statement****B. Trips during vacation and school-sponsored trips:**

Trips during vacation and school-sponsored trips are deemed to be legal absences for the purpose of co-curricular eligibility only. Therefore, a student who goes on a trip during vacation or on a school-sponsored trip will not be dropped from a team or activity. However, team or activity membership rules may determine the extent of participation when the student returns.

**C. Equipment Loss**

Any loss of, or damage to, equipment or materials must be paid for by the end of the season of activity. Failure to pay by the end of that season will result in the student not participating in any future activity until payment is made.

**D. Vandalism and Stealing**

Any co-curricular participant who is found guilty of stealing or vandalizing the property of another while attending or participating in a co-curricular activity or event shall be ineligible to participate in the activity and/or shall be dropped from the activity.

**E. Code-of-Conduct Rules:**

1. Every participant is expected to fully uphold all school discipline rules including the District policy on *School Conduct and Discipline*.
2. No participant in any school-sponsored activity will be allowed to smoke, use, possess, sell, give or receive a cigarette, cigar or pipe, use chewing or smokeless tobacco or be in possession of any product including e-cigarettes, vaping devices and/or products used for vaping and any other related items.
3. No participant in any school-sponsored activity will be allowed to drink alcoholic beverages, be under the influence of alcohol, or in possession of an alcoholic beverage.
4. No member of any school-sponsored activity will use, possess, sell, give or receive any drug or controlled substance, including marijuana, or any instruments for the use of such drugs, controlled substances or marijuana such as a pipe, syringe or other paraphernalia. Excepted is any drug taken in accordance with a current prescription signed by a physician that is to be taken by that particular student at the time in question.
5. The District will hold participants accountable for their social media posts. This will be subject to investigation. After investigation, violations of this co-curricular and extra-classroom Code of Conduct and/or the district's Code of Conduct may result in removal from sports and co-curricular activities.
6. The above code-of-conduct rules also extend to student conduct off school grounds, including student attendance at parties where alcohol and/or illegal drugs are present, for example.
7. Co-curricular participants who are found guilty of violating #2 through #5 of the above code of conduct rules will be suspended, at a minimum, from the athletic team for the remainder of the season in which the violation occurred. For activities that last the duration of a school year a student violating #2-#5 may be suspended for up to twelve weeks from that activity. Additional consequences will be considered for repeat offenders.
8. This regulation will include all students, whether they are in the manager or player role in athletics.
9. This regulation will include all sports and co-curricular activities.

## Students

**AUBURN SCHOOL DISTRICT  
PARTICIPANT GUIDELINES FOR CO-CURRICULAR AND EXTRA-CLASSROOM  
ACTIVITIES****Section III: Activity Membership Statements:**

Supervisors of co-curricular activities may impose membership rules for the proper functioning of the group, consistent with the District's policy on *School Conduct and Discipline*, and with the academic and behavioral standards for co-curricular participants outlined here. These rules must be in writing and signed by the parent and co-curricular participant. Athletic team membership rules must be approved by the Athletic Director. Other co-curricular activity membership rules must be approved by the Principal. Coaches will submit signed copies of academic and behavioral guidelines for each student participant, to the Athletic Director, other co-curricular activity supervisors will submit the same to the Principal. The Athletic Director and Principal will verify that all activity participants have on file signed copies of the appropriate forms before students begin co-curricular and/or extra-curricular participation. Membership rules for an activity shall be firm, fair and consistent and designed to promote continuity, safety and success for participants in that particular activity

**Section IV: Athletic Section:****A. Physicals:**

Each athlete must have a physical examination by physician prior to participation in any sport. An exam will be completed by the school physician at no charge or may be completed by a participant's physician at his or her own expense. A completed **Health Information Sheet (75-D) Form must be signed by a Parent/Guardian prior to a physical.** No equipment will be given or practice permitted unless the student has had a physical. Any athlete who sees a physician for injury or illness must have a signed release in order to participate.

**B. Unsportsmanlike Conduct:**

Athletes who have been disqualified by a game official from an athletic contest due to unsportsmanlike conduct will not be permitted to participate in the next league contest. This is a Section III Rule.

**C. Changing Sports:**

An athlete may change sports during a season with the consent of both coaches involved and the Athletic Director.

**D. Rules: All Auburn School district rules and team, membership rules are subject to NEW YORK STATE PUBLIC HIGH SCHOOL ATHLETIC ASSOCIATION SECTION III rules and all ONONDAGA HIGH SCHOOL LEAGUE rules.**

**The following is a statement which must be signed by all students who participate in athletics and/or co-curricular activities, as well as their parent/guardian. This statement shall have attached to it The Participant Guidelines for Co-curricular Activities.**

**Section IV: Medical Insurance/Risk of Injury Section:****A. Medical Insurance:**

The Auburn Enlarged City School District carries limited insurance to pay for medical expenses of students who are injured while participating in the School District's authorized and supervised interscholastic sports program. It is limited in the sense that it pays for medical expenses for only certain injuries and only in limited amounts and for certain injuries. Students and parents should also be aware that the School District's insurance is not only limited in coverage and amount, but that it is secondary to other insurances which may cover such medical expenses, including (without limitation) a family's personal medical or hospital insurances. In other words and by way of example, a family's personal insurance must first be used to its allowable limits before the School District's limited insurance would be available to pay any portion or all of the unpaid medical expenses. For further information regarding the School District's insurances, you are advised to contact the personnel office of the School District.

Activity/Sport: \_\_\_\_\_

Supervisor/Coach Name: \_\_\_\_\_

Student Name: \_\_\_\_\_

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Students

**AUBURN SCHOOL DISTRICT**

**PARTICIPANT GUIDELINES FOR CO-CURRICULAR AND EXTRA-CLASSROOM ACTIVITIES**

**Risk of Injury Statement for Participant in Athletics**

- I am aware that competing or practicing in any athletic activity can be a dangerous activity involving risk of injury. I understand that the dangers and risks of competing and practicing in the activity include, but are not limited to death, neck and spinal injury which may result in complete or partial paralysis, brain damage, injury to virtually all bones, joints, ligaments, muscles, tendons and other aspects of a muscular-skeletal system and injury or impairment of future abilities to earn a living, and to engage in and generally enjoy life.
- If I am a participant in baseball, hockey, softball, football, lacrosse, soccer, basketball or wrestling, I specifically acknowledge that it is a contact sport involving even greater risk of injury than other sports.
- Because of the possible dangers of participating in the activities, I recognize the importance of following the coaches' instructions regarding playing techniques, training and other team /membership rules and agree to obey such instructions.
- In consideration of the School District allowing me to engage in all team activities including but not limited to, try outs, practice or participation in athletics, I hereby assume all risks associated with participation.

**Risk of Injury Statement for Participants in Co-Curricular Activities other than Sports:**

There are times when there is a potential risk of injury in co-curricular activities other than athletics. I am aware of these possibilities, and hereby assume all risks associated with participation.

**Risk of Injury Statement Signature:**

Dated: \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
*Student (Signature)*

**Student Academic and Behavioral Statement Signature:**

Additionally, I have read the attached Academic and Behavioral Guidelines for Participation in Co-Curricular Activities and agree to abide by all of the program expectations set forth. (See also Activity Membership Rules).

Dated: \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
*Student (Signature)*

**Parent/Guardian Risk of Injury Statement Signature:**

The undersigned, parent or guardian of the individual who has signed the Risk of Injury Statement, hereby acknowledges receipt of the Risk of Injury Statement and acknowledges awareness of the various risks set forth in the statement and, considering such risks, gives permission for the above named student to participate in a co-curricular or athletic activity.

If I withdraw my permission, I understand that the withdrawal must be in writing and given to the principal as well as to the coach or advisor of the particular activity.

Dated: \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
*Parent/Guardian of Student (Signature)*

**Parent/Guardian Academic and Behavioral Statement Signature:**

Additionally, I have read the attached Athletic Code of Conduct and agree to support all the rules and penalties set forth. (See also Activity Membership Rules).

Dated: \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
*Parent/Guardian of Student (Signature)*

**White: AD/Principal**

**Yellow: Coach/Advisor**

**Pink: Student/Parent**

Revised: 10/14/2003 (new policy #)

7420-Revised: 2/12/2014 (as a regulation)

7420 Revised: 8/2016 (as a regulation)



# POLICY

2004

8460

Instruction

## **SUBJECT: FIELD TRIPS AND CLASS TRIPS**

The Board of Education recognizes that field trips and class trips are an educationally sound and important ingredient in the instructional program of the schools.

For purposes of this policy, a field trip or class trip shall be defined as any journey by a group of students away from the school premises, under the supervision of a teacher, which is an integral part of an approved course of study and conducted for the purpose of affording a first-hand educational experience not available in the classroom.

Field trips or class trips are a part of the curriculum of the schools, and student conduct and attendance on field trips are governed by the same rules that govern regular classroom activities. The School System shall obtain written permission from parents for students going on school-sponsored field trips.

The Superintendent shall prepare procedures for the operation of a field trip activity. Field trip support shall be determined annually by the Board during its budget deliberations. Regardless of the fiscal support for field trips, the rules of the School District for approval and conduct of such trips shall apply.

Adopted: 1/27/04  
Revised: 4/21/04