



Foxborough Regional Charter School

Board Meeting

Published on April 4, 2025 at 3:05 PM EDT

Date and Time

Tuesday April 8, 2025 at 6:00 PM EDT

Meeting Format

Whether in person or online, the public is welcome to attend Board/Committee Meetings and have access to meeting minutes. Meetings are held once a month and additionally, as determined by the Board/Committee Chair. All meeting Agendas are posted on the school website at least 48 hours in advance of each public meeting.

During the meeting, the Board and its committees follow the published agenda. Gallery members are not part of the formal discussion or deliberations. Those wishing to speak at a meeting are asked to follow our [Privilege of the Floor Policy](#). To request to speak at a meeting, please complete the following [google form](#) before the start of the meeting.

Agenda

	Purpose	Presenter	Time
I. Opening Items			6:00 PM
A. Record Attendance		Todd Tetreault	1 m
B. Call the Meeting to Order		Sergio Martin	1 m
C. Privilege of the Floor		Sergio Martin	5 m

	Purpose	Presenter	Time
II. Leadership Report			6:07 PM
A. Leadership Report	Discuss	Toby Romer	20 m
<ul style="list-style-type: none"> • Highlights and Update • Strategic Planning • FY26 Calendar Revision 			
III. Board Business			6:27 PM
A. Competency Determination Proposal	Vote	Toby Romer	15 m
B. FY26 Budget	Discuss	Toby Romer	10 m
C. Policy Review	Discuss	Todd Tetreault	30 m
First Reading			
<ul style="list-style-type: none"> • Background Checks - CORI/Fingerprints • Reporting Abuse and Neglect (51A) • Open Meeting Law Policy • Student Records and Directory Information Policy • Board of Trustee Member Conflict of Interest Policy • Annual Reporting Policy • School Building Administration Policy 			
D. Policy Review	Vote	Todd Tetreault	15 m
Second Reading			
<ul style="list-style-type: none"> • Field Trip Policy • Trustees Ethics and Disclosure Policy • New Board of Trustees Member Orientation Policy • Employee Handbook Revisions • Student Handbook Revisions 			
E. FY25 Revised Staff Handbook	Vote	Toby Romer	15 m

	Purpose	Presenter	Time
IV. Updates and Reports			7:52 PM
A. Finance Committee Report	Discuss	Matthew Yezukevich	5 m
<ul style="list-style-type: none">• Budget to Actual• Budget Calendar			
B. Governance Committee Report	Vote	Todd Tetreault	10 m
<ul style="list-style-type: none">• Student Board Member - Foxborough Regional Charter School Overview of Role and Responsibility• Board Self Assessment FY25			
C. Community Groups (FEA, Foundation, ELPAC, SEPAC)	FYI	Toby Romer	5 m
V. Administrative/Housekeeping (Trainings, Member Reminders)			
VI. Meeting Summary and Items for Next Meeting			8:12 PM
A. Items for Next Meeting	Discuss	Sergio Martin	5 m
Review Next Month			
VII. Consent Agenda			8:17 PM
A. Meeting Minutes	Approve Minutes	Sergio Martin	15 m
For Approval:			
<ul style="list-style-type: none">• November 14, 2023• February 21, 2023• November 12, 2024• December 10, 2024• January 14, 2025			

	Purpose	Presenter	Time
<ul style="list-style-type: none">• February 11, 2025• March 11, 2025			
Approved / awaiting amendments/ posting			
<ul style="list-style-type: none">• March 12, 2024 (minutes approved - amendments need to be made to finalize and post)			
Missing Recordings			
<ul style="list-style-type: none">• September 18, 2023 (recording needed to transcribe minutes)• February 13, 2024 (recording needed to transcribe minutes)• February 15, 2024 (recording needed to transcribe minutes)• March 20, 2024 (recording needed to transcribe minutes)			
Executive Session –			
<ul style="list-style-type: none">• May 9, 2023• September 18, 2023 Exec Session (no recording - minutes to be drafted)• September 21, 2023 Exec Session (no recording - minutes to be drafted)• February 21, 2024 Exec Session (no recording - minutes to be drafted)• May 2, 2024 Exec Session (no recording - minutes to be drafted)			
VIII. Executive Session			8:32 PM
A. Adjourn to Executive Session	Vote	Sergio Martin	1 m
<ul style="list-style-type: none">• Adjourn to Executive session , not to return to open session in accordance with the Open Meeting Law, M.G.L. c. 30A, Section 21(a), as the Chair has determined that an open session would have a detrimental effect.			
IX. Closing Items			8:33 PM
A. Adjourn Meeting	Vote	Sergio Martin	1 m

The listed matters are those reasonably anticipated by the Chair to be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may be brought up for discussion to the extent permitted by law.

Coversheet

Leadership Report

Section:	II. Leadership Report
Item:	A. Leadership Report
Purpose:	Discuss
Submitted by:	
Related Material:	Key Dates Calendar FY26 Revised April 2025.docx.pdf Executive Director Report 4-8-25.pdf

Foxborough Regional Charter School Key Dates Calendar 2025-2026 School Year

June 30-July 4, 2025	Independence Week Shut Down
August 25-28, 2025	Faculty and Staff Orientation
September 1, 2025	Labor Day - No School
September 2, 2025	First Day of School for Kindergarten Students
September 3, 2025	First Day of School Grades 1-12
October 13, 2025	Columbus Day/Indigenous People's Day- No School
<i>October 22, 2025</i>	<i>½ Day of School, Staff Professional Development</i>
November 11, 2025	Veterans Day- No School
November 26-28, 2024	Thanksgiving Break - No School
<i>December 3, 20245</i>	<i>½ Day of School, Parent/Teacher Conferences</i>
<i>December 4, 2025</i>	<i>Parent/Teacher Conferences (After Dismissal)</i>
December 23, 2025	½ Day Before Winter Vacation
December 24- January 4, 2026	December Vacation
January 5, 2026	Return from December Break
January 14, 2026	½ Day of School, Staff Professional Development
January 19, 2026	Martin Luther King Day
February 16-20, 2026	February Vacation Week
March 11, 2026	½ Day of School, Staff Professional Development
April 3, 2026	Good Friday- No School
April 20- 24, 2026	April Vacation Week
April 29, 2026	½ Day of School, Parent/Teacher Conferences
April 30, 2026	Parent/Teacher Conferences (After Dismissal)
May 13, 2026	½ Day of School, Staff Professional Development
May 25, 2026	Memorial Day - No School
June 17, 2026	Last Day of School (No Snow Days)
June 19, 2026	Juneteenth
June 25, 2026	Last Day of School (5 Snow Days)

Executive Director Board Update

April 8th, 2025



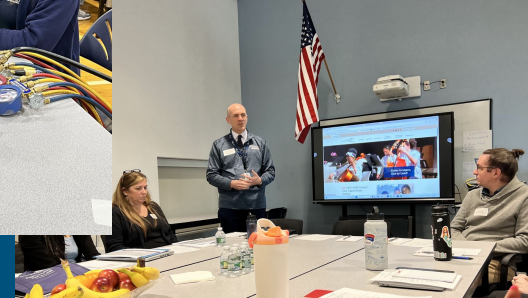
Recent School Events

Recent

- Term 2 **Honor Roll** Assemblies and Elementary **Report Cards**
- FEA-Sponsored Spring Semester **Book Fair**
- Hosted 7 districts and charter schools for **Best Practice Workshop** in New Teacher Mentoring
- March **Director's Breakfast** and **Principal's Corner** events for families
- 10th Grade **Career Fair**
- English **MCAS** in grades 3-8 and 10
- **HS Clubs and Activities** updates
- **Positive Behavior Incentive Systems** update

Upcoming

- **Educator Appreciation Week** 5/5-5/9
- **Save the Date** - HS Graduation (5/30), MS (6/17) and ES (6/10) Move-Up Celebrations



Strategic Planning Plans

- **Request for Proposals** (RFP's) for Strategic Planning consultant completed.
 - Received 4 proposals from experienced consultants.
- **Strategic Planning Steering Committee** forming with goal of board, leader, teacher, student, parent and staff representation.
 - Thursday afternoon meetings this spring. First meeting is this **Thursday 4/10 at 3:00**. Still seeking Board representation. Remote access available as needed.
- Goal to **select consultant by late Spring**, and to begin gathering input in May/June.
- Strategic Plan development to continue into Fall 2025, and **completed by Winter 25-26**.
- Departmental **goal setting for SY 25-26** is already underway in key areas, including Teaching and Learning.

Academic Goal Setting for 2025-26 School Year

Key Academic Goal **Focus Areas** for 2025-26 Drafted

1. Clearly define our **FRCS Instructional Vision**
2. **Align Supervision, Evaluation, Coaching, and Mentoring** around the FRCS Instructional Vision
3. **Strengthen Instructional Leadership**, including Walkthroughs, Observations, and Teacher Leadership
4. Develop processes and supports to facilitate **Data-Driven Instruction** and Processes
5. Align **High-Quality Professional Development** to support Teacher Learning

Federal and Local Policy Updates

- **State Level**

- Remote public meetings exemption for Massachusetts public boards and government bodies extended through June 30th 2027.
 - <https://www.mass.gov/news/governor-healey-extends-hybrid-and-remote-public-meetings-to-increase-access>
- Statewide outreach to MA Governor's Office regarding areas of concern for MA charter districts
 - MA Board of Education - Recent votes, upcoming appointments
 - Lack of growth of funding for charter district facilities
 - Numerous legislative efforts to decrease chart autonomies, funding

- **Federal Level**

- Continuing to monitor federal developments regarding US Department of Education changes and funding

2025-26 Calendar

- **Early release schedule** revised and finalized
- Professional development early release days **moved to Wednesdays**, after consultation with FRCSTA
- Complete list of early release days:
 - Wednesday, October 22nd, 2025 (PD)
 - Wednesday, December 3rd, 2025 (Conferences)
 - Tuesday, December 23rd, 2025 (Vacation)
 - Wednesday, January 14th, 2026 (PD)
 - Wednesday, March 11th, 2026 (PD)
 - Wednesday, April 29th, 2026 (Conferences)
 - Wednesday, May 13th, 2026 (PD)

Foxborough Regional Charter School Key Dates Calendar 2025-2026 School Year

June 30-July 4, 2025	Independence Week Shut Down
August 25-28, 2025	Faculty and Staff Orientation
September 1, 2025	Labor Day - No School
September 2, 2025	First Day of School for Kindergarten Students
September 3, 2025	First Day of School Grades 1-12
October 13, 2025	Columbus Day/Indigenous People's Day- No School
October 22, 2025	½ Day of School, Staff Professional Development
November 11, 2025	Veterans Day- No School
November 26-28, 2024	Thanksgiving Break - No School
December 3, 2024	½ Day of School, Parent/Teacher Conferences
December 4, 2025	Parent/Teacher Conferences (After Dismissal)
December 23, 2025	½ Day Before Winter Vacation
December 24- January 4, 2026	December Vacation
January 5, 2026	Return from December Break
January 14, 2026	½ Day of School, Staff Professional Development
January 19, 2026	Martin Luther King Day
February 16-20, 2026	February Vacation Week
March 11, 2026	½ Day of School, Staff Professional Development
April 3, 2026	Good Friday- No School
April 20- 24, 2026	April Vacation Week
April 29, 2026	½ Day of School, Parent/Teacher Conferences
April 30, 2026	Parent/Teacher Conferences (After Dismissal)
May 13, 2026	½ Day of School, Staff Professional Development
May 25, 2026	Memorial Day - No School
June 17, 2026	Last Day of School (No Snow Days)
June 19, 2026	Juneteenth
June 25, 2026	Last Day of School (5 Snow Days)

Coversheet

Competency Determination Proposal

Section:	III. Board Business
Item:	A. Competency Determination Proposal
Purpose:	Vote
Submitted by:	
Related Material:	FRCS Competency Determination Standard.pdf Draft Letter to Share Competency Determination with Families (1).pdf

Foxborough Regional Charter School Competency Determination for Graduation

As a requirement for graduation, in addition to our course and credit requirements, and in order to meet the state requirement of a competency determination tied to 10th grade curriculum framework standards, each FRCS student must complete the following in order to be eligible to graduate from FRCS:

- Receive an average final grade of 70% or higher in 10th grade English.
- Receive an average final grade of 70% or higher in 10th grade math.
- Receive an average final grade of 70% or higher in a 9th or 10th grade lab science.
- Receive an average final grade of 70% or higher in US History (starting with the Class of 2027).

The following scenarios would apply to ensure all students can meet the competency determination standard:

1. In the event a student passes the required class with a lower average than 70%, that student must receive a 70% or higher final grade in the next course in the course sequence for that subject.
2. In the event a student does not pass the required 10th grade class, they would retake the class or similar class covering the same grade level standards.
3. In the event a student at the end of their senior year has not yet met the competency determination, a locally developed proficiency exam or portfolio review of student work in the subject area will be offered to demonstrate competency. The FRCS high school leadership team, including the content area department heads, would determine the criteria for assessment based on 10th grade curriculum framework standards.

Date: AFTER APPROVAL BY THE BOARD OF TRUSTEES End of Week 4/7

Dear FRCS 9th and 10th Grade Students and Families,

We want to inform you of an **important change regarding graduation requirements at Foxborough Regional Charter School.**

With the passage of Question 2 in the November 2024 statewide election, MCAS is no longer a graduation requirement. Instead, Massachusetts schools must now develop their own **Competency Determination** process to ensure students have mastered essential academic standards.

The FRCS Board of Trustees was presented with and has approved our newly established Competency Determination standard. In addition to meeting regular course credit requirements listed in our Student and Family Handbook and High School Program of Studies, students must now meet this standard to graduate.

To graduate, high school students must:

1. **Meet all credit and course requirements** in the FRCS Student and Family Handbook and High School Program of Studies. These have not changed and include:
 - Take and pass 4 years of English
 - Take and pass 4 years of Mathematics
 - Take and pass 4 years of Language
 - Take and pass 3 years of Science
 - Take and pass 3 years of History
 - Take and pass additional required courses in Computer, Health, Physical Education, Advising, and other electives
 - Complete a minimum of 66.5 credits overall (3 credits per course)
2. **Show they have met high school standards** (formerly assessed by the MCAS) by earning a Competency Determination with a final average of 70% or higher in:
 - 10th Grade English
 - 10th Grade Math
 - 9th or 10th Grade Lab Science
 - U.S. History (starting with the Class of 2027)

If a student does not initially meet this standard, they will have opportunities to demonstrate competency by:

- Earning a 70% or higher in the next course in the subject sequence.
- Retaking the required class or an equivalent course covering the same standards.
- Completing a **proficiency exam or portfolio review** in the subject area at the end of senior year.

This change ensures that all students graduate prepared for their next steps while maintaining academic rigor. Looking ahead, we plan to develop a capstone portfolio assessment to further refine our graduation competency process. We are confident that all of our current students will meet these two expectations, and will work tirelessly to ensure all students receive the support they need to be successful.

Thank you for your continued partnership in supporting student success at FRCS!

Best regards,

Mr. Toby N. Romer
Executive Director

Ms. Bridget Lemieux
High School Principal

Frequently Asked Questions

What does my 9th grader need to do to graduate?

This year's 9th grade students (the Class of 2028) will need to take and pass all of the required courses for graduation listed in bullet #1 above, and also achieve a final average of 70% or higher in 10th grade English, 10th grade Mathematics, U.S. History and 9th or 10th grade science.

What does my 10th grader need to do to graduate?

This year's 10th grade students (the Class of 2027) will need to take and pass all of the required courses for graduation listed in bullet #1 above, and also achieve a final average of 70% or higher in 10th grade English, 10th grade Mathematics, U.S. History and 9th or 10th grade science.

What does my 11th grader need to do to graduate?

This year's 11th grade students (the Class of 2026) will need to take and pass all of the required courses for graduation listed in bullet #1 above, and also have achieved a final average of 70% or higher in 10th grade English, 10th grade Mathematics, and 9th or 10th grade science. If they did not have this average as 10th graders, they must achieve a final average of 70% or higher in their 11th or 12th grade English, Mathematics, and science courses.

What does my 12th grader need to do to graduate?

This year's 12th grade students (the Class of 2025) will need to take and pass all of the required courses for graduation listed in bullet #1 above, and also have achieved a final average of 70% or higher in 10th grade English, 10th grade Mathematics, and 9th or 10th grade science. If they

did not have this average as 10th graders, they must achieve a final average of 70% or higher in their 11th or 12th grade English, Mathematics, and science courses.

I thought the MCAS was eliminated by Ballot Question #2 in November. Why are we replacing it?

Ballot Question #2 eliminated the MCAS as the statewide measure of “competency” for graduation, but it required each local school district to develop a new competency determination based on 10th grade coursework. This new requirement is FRCS’ competency determination, and every school district in Massachusetts is developing a similar standard.

Are FRCS’ graduation requirements and standards similar to other districts?

FRCS has rigorous graduation requirements that are equal or greater to the requirements of other school districts in Massachusetts. Many school districts’ new competency determination requires passing 10th grade classes; the FRCS standard is set at a final average of 70% or higher in 10th grade classes.

What happens if a student makes up a course in summer school?

A student who completes a 10th grade course in summer school with an average of 70% or higher would also meet the competency determination.

What happens if my student does not pass one of the 10th grade courses (English, Math, Science, Social Studies)?

If a student does not pass a 10th grade course, they would need to make up that course in order to meet the graduation requirements, and they would need to get a final average of 70% or higher in when they retake that 10th grade class to meet the competency determination.

What happens if my 10th grader passes one of the 10th grade courses (English, Math, Science, Social Studies) with an average less than 70%?

If a student passes a 10th grade course, but has a final average lower than 70%, they have not met the competency determination for graduation. They would need to receive a final average of 70% or higher in the next course in that subject in either 11th or 12th grade. For example if a student passed 10th grade English with an average of 65%, they would need to receive a final average of 70% or higher in 11th grade English or 12th grade English.

Coversheet

FY26 Budget

Section:	III. Board Business
Item:	B. FY26 Budget
Purpose:	Discuss
Submitted by:	
Related Material:	FY26 Budget Changes Summary.pdf

FY26 Budget Summary of Significant Changes

Revenue

Significant Assumptions and Changes

- DESE tuition currently projected at \$19,912.63/FTE, Budgeted FTE 1460 at \$19,541
- Grants level funded and do not include the SEL grant
- Rental revenue updated to include weekend gym rental

Fee Proposals

- Transportation
 - Current Fees: Transportation \$690.000
 - Proposed Fees: \$773,500 Lower increases for larger families added for Rev 2. See detailed proposal for changes.
- Athletics
 - No change to revenue, family caps made explicit

Personnel-Position shifts

Administration and Finance

- Adjustments to district and Outreach Department stipends

Teaching and Learning & Student Activities

FY25 Positions Removed	FY26 Newly Proposed Positions
1.0 District Data Coordinator	1.0 District Curriculum Coordinator
1.0 Kindergarten Teacher	1.0 District Building Substitute
1.0 Kindergarten Paraprofessional	
1.0 High School Teacher	

- Turnover Savings @2.5% of T+L Personnel subtotal

Student Services

FY25 Positions Removed	FY26 Newly Proposed Positions
1.0 Elementary Adj. Counselor	1.0 Coordinator of Special Education
1.0 Middle School Adj. Counselor	
1.0 Elementary Special Education Teacher	
1.0 Elementary Sp. Ed. Substantially Separate Teacher	
1.0 District Psychologist	

Operations

- N/A

Expenses- Changes to Highlight**Administration and Finance**

- Board Liability Insurance 11% - Insurance broker is expecting competitive numbers from Hanover insurance. We are currently with Liberty.
- Board Expense - Decrease legal fees tied to finalizing the CBA
- General Insurance Costs 11% - insurance broker is expecting competitive numbers from Hanover insurance. We are currently with Liberty.
- HR PD Increased to include PD for District Staff

Teaching and Learning/Student Services

- Re-alignment of school-level funding for stipends, supplies, field trips, and extracurricular activities
- Realignment to match priorities such as teacher leaders position stipends

Student Activities

- Transportation Contract 4% Increase
- Specialized Transportation 14% Increase

Operations

- Utilities - Electricity has increased by 8%
- Cleaning Service - Budget increased by 17.5%. Reflects 5% increase plus budget for recurring additional services
- Instructional Hardware - Increased to replace Chromebooks with a lease

Benefits

- HPHC Health Insurance 22% Increase for FY26 due to high utilization
 - All other carriers declined to quote

Capital Projects

- Technology Plan - Includes planned upgrades to access points, staff devices, and smart boards
- Facility Improvement - Door replacements, drainage enhancements, and the creation of a pull-out learning space

Key Needs Not Yet Included in Current Version

- Late Busses for HS Athletics and Extracurriculars - \$~45,000 per bus (5 days)
- Part time Facilities support \$~25,000
- HS Gymnasium Screen/Projector/Sound system \$~71,000
- HS Football Cooperative Team \$~30,000
- Additional Instructional Coach \$~80,000
- Extra-Curricular Coordination \$~60,000

Coversheet

Policy Review

Section: III. Board Business

Item: C. Policy Review

Purpose: Discuss

Submitted by:

Related Material:

Reporting Abuse and Neglect Policy.docx.pdf

Background Checks 22425.docx (1).pdf

Open Meetings Act Policy 31825.docx (1).pdf

Student Records and Directory Information Policy Updated 5.2022 (R1634719x7ADD1) (4).pdf

Board of Trustee Member Conflict of Interest Policy.docx.pdf

Annual Reporting Policy.docx.pdf

School_Building_Administration - TNR Edits 4-1-25.docx.pdf

Reporting Child Abuse and Neglect Policy

A. General Information

Foxborough Regional Charter School seeks to promote a safe and productive educational environment for its students. Accordingly, Foxborough Regional Charter School expects its employees to be able to recognize the signs and symptoms of child abuse and neglect and take appropriate steps to report suspected abuse, including sexual abuse, or neglect, including malnutrition, in accordance with the procedures set forth below.

Section 51A of Chapter 119 of the Massachusetts General Laws mandates that certain persons who in their professional capacity have reasonable cause to believe that a child is suffering serious physical or emotional injury resulting from (i) abuse inflicted upon him/her which causes a substantial risk of harm to the child's health or welfare, including sexual abuse; or (ii) neglect, including malnutrition; or (iii) physical dependence upon an addictive drug at birth, shall immediately, via telephone, report this abuse or neglect to the Department of Children and Families ("DCF"). The telephone report should be made either to the appropriate Area Office Protective Service Unit or via the 24-hour reporting hotline at 800-792-5200.

Additionally, mandated reports are required under Massachusetts law to notify the DCF in writing using the applicable reporting form within forty-eight (48) hours of the initial oral report. A new oral report, followed by a new report for, must be completed for each new instance where there is reasonable cause to believe that a child is suffering from abuse or neglect.

All professionally licensed mandated reporters are required by law to complete annual training on recognizing and reporting suspected child abuse and neglect.

School employees must either notify DCF directly or, alternatively, must notify the person in charge of the school or that person's designated agent. Accordingly, as indicated in the attached Procedures for Reporting Suspected Child Abuse and Neglect Cases (Procedures), School employees who are required by law to report suspected child abuse or neglect shall do so by informing the Building Administrator or designee, who must then report the suspected abuse or neglect in accordance with the attached Procedures.

B. Process for Reporting

Foxborough Regional Charter School employees who are required by law to report suspected child abuse or neglect shall do so by informing the principal or his or her designee. The principal or designee then must report the suspected abuse or neglect. Nothing in these guidelines, however, prohibits a school employee from notifying the DCF directly when he/she has reasonable cause to believe abuse or neglect occurred. In such a case, the school employee must inform the principal or designee that the suspected abuse or neglect was reported. Any other person may report a case of child abuse or neglect when there is reasonable cause to believe that a child's health or welfare is being harmed, or is at substantial risk of being harmed, as a result of abuse or neglect.

C. Procedures for Reporting Suspected Child Abuse and Neglect Cases

Upon such suspicion of abuse or neglect of a child, a teacher or any other mandated reporter will immediately report his or her concerns to the principal or designee. If the principal or designee is

unavailable or has to disqualify himself/herself, then another designee will assume responsibility for following these procedures. Such abuse and neglect includes but is not limited to: physical, mental, or emotional injury by other than accidental means (e.g. beatings, cuttings, burns, broken bones, or multiple bruises) and failure by a caretaker, either deliberately or through negligence or inability, to take actions necessary to provide a child with minimally adequate food, clothing, shelter, medical care, supervision, and/or other essential care. The principal or designee may ask the school nurse to examine and document the child's physical condition immediately.

Upon such suspicion of sexual assault, a teacher, or any other mandated reporter, will immediately report his/her concerns to the principal or designee. If the principal or designee is unavailable or has to disqualify himself/herself, then another designee will assume responsibility for following these procedures. Sexual assault is a crime. It is defined as any sexual act against another person by force, against their will, or by threat of bodily injury. It also includes any sexual act against another person who is incapable of giving consent, either because of his/her temporary or permanent mental incapacity or because he/she is a minor. Such crimes as indecent assault and battery, rape, rape with force, rape and abuse, assault with intent to rape, and unnatural and lascivious acts constitute sexual assault. It is advisable for the principal or designee when responding to sexual assault concerns to obtain only basic, minimal facts of the alleged incident. These basic facts should include:

- when the incident occurred;
- where the incident occurred;
- who assaulted the student, if known;
- the nature of the incident, in one or two sentences; and
- whether there are known witnesses and/or other victims.

In an attempt to minimize the emotional stress victims of abuse experience and to preserve the integrity and reliability of the required DCF and law enforcement investigations, it is also advisable in cases involving sexual assault that additional interviews and more detailed questioning not be conducted by school officials. A student who reports being a victim of a sexual assault should never, during the course of an investigation, be asked to discuss the incident with the alleged perpetrator present at any time or under any circumstances.

- Through discussions with school administrators, teachers, and student support personnel, and after a check of appropriate educational and health records, the principal or designee will obtain the data to be used when reporting the case to the appropriate DCF Area Office.
- After collecting the relevant information concerning the child's abuse or neglect, the principal or designee, in consultation with the reporting employee, the nurse, and others as necessary, will determine whether there is reasonable cause to believe that the child may be suffering abuse, including sexual abuse, or neglect.
- Do not send the child home from school before filing the verbal 51A report with the DCF. The written report must be forwarded within forty-eight (48) hours.
- In the case of a disagreement concerning the need to report, the principal or designee may not substitute his/her judgment for that of any mandated reporter within the school. Although the agreement of all professionals involved is desirable, the principal or designee must report to

the DCF even if he/she believes that the teacher, nurse, or other mandated reporter is mistaken in suspecting abuse or neglect. Failure to file a report as mandated by law will subject the principal or designee (or other mandated reporter who fails to meet his/her statutory obligations) to discipline.

- Accordingly, once the principal or designee or other mandated reporter makes the decision to file, the principal or designee must immediately call the DCF Area Office Protective Service Unit or, if after 5:00 PM, the DCF hotline at 800- 792-5200 to report the suspected abuse and neglect.
- Within forty-eight (48) hours of the initial oral report, the principal or designee will send written notification to the DCF Area Office by certified mail. A confidential copy of the reporting form should be retained in the office of the principal or designee.
- If the alleged abuser is an employee of Foxborough Regional Charter School, a verbal notification must be made immediately to the principal or designee. Employees may be administratively reassigned by the principal or designee during the course of an investigation. If an investigation confirms the allegations, Foxborough Regional Charter School will take such action as it deems appropriate under the circumstances. Such action may range from counseling to discipline of an employee, up to and including termination of employment.
- The principal or designee, in consultation with others as necessary, will decide how, when, and by whom the family, including the child who is suspected of being abused or neglected, will be notified of this report. Although the school is not required by law to notify the family, such notification is recommended. In deciding whether to notify, the principal or designee and others should consider whether notification will create a substantial risk to the student's health, safety, or welfare. The DCF and the police can provide consultation in making this determination to ensure the child's safety and well-being.
- DCF investigators, who report to the school in order to conduct one phase of their investigation, shall be required to identify themselves and to verify their assignment to the case. School-based staff should encourage DCF investigators to interview the child at home in the presence of the parent or caregiver, unless the 51A has been filed against the parent or caregiver. In this latter case, the interview of the child may be conducted in school in the presence of the principal or designee.
- Within thirty (30) days of filing a report, the principal or designee should receive a report from the DCF detailing its findings and specifying the social services that the DCF intends to offer the child. This report may be used to plan further collaboration with other professionals assisting the family. If the report is with respect to alleged abuse by a School employee, the Office of the principal or designee should be notified as to the findings.
- Certain cases that Foxborough Regional Charter School reports to the DCF (sexual abuse and exploitation, serious physical abuse, and some others) will also be referred by the DCF to the police and the District Attorney's Office for investigation. In these circumstances, these agencies will typically conduct a multidisciplinary team investigation. The investigation will typically include an interview with the alleged victim(s), the alleged perpetrator(s), and the witness(es). Relevant investigative information will be provided to the school when appropriate and as permitted by law.

- Throughout the reporting, investigation, and follow-up processes, school documentation must be handled in a way that assures confidentiality. Accordingly, reports of suspected abuse or neglect will not be part of a child's educational record but will instead be kept separately.
- The principal or designee will designate a representative who will ensure that, in the event of the principal or designee's absence, the above reporting procedures are followed as required by law.
- The principal or designee should periodically review all child abuse reports to determine if there is any pattern of child abuse involving an accused individual. Based upon this review, the principal or designee will determine whether further action is required.

D. Emergency Protocol

In the event of a clear emergency where the life or safety of a child is in imminent danger, the principal or designee or other mandated reporter should immediately notify the appropriate DCF Area Office and file the required verbal 51A Report. After 5:00 PM, the school official should use the Child Abuse Hotline at 800-792-5200. A written report must be filed within forty-eight (48) hours. Massachusetts General Laws Chapter 119, Section 51B(3) authorizes the DCF to take a child into immediate temporary custody, without parental permission or prior notice, if the DCF has reasonable cause to believe that this action is necessary to protect him or her from further abuse or neglect. Emergency responses by the DCF may include law enforcement, depending upon the nature of the incident reported. If the DCF seeks to exercise this authority in the school setting, the principal or designee shall:

- Verify the DCF representative's identification;
- Contact the DCF representative's immediate supervisor to verify the need for the DCF action;
- Document the name(s) of the DCF employee(s) involved, the DCF area office involved, and the date, time and nature of action being taken and file with the office a copy of the 51A report;
- Notify the Principal and the Executive Director of the action being taken; and
- Provide the DCF with any other pertinent information related to the suspected abuse or neglect.

E. Alleged Victims Eighteen (18) Years of Age or Older Who Are Disabled

Chapter 19C of the Massachusetts General Laws requires that certain persons, who in their professional capacity have reasonable cause to believe that a disabled individual eighteen (18) years of age or older is suffering serious physical or emotional injury resulting from abuse, including sexual abuse, or neglect inflicted upon him/her, shall immediately, via telephone, report this abuse or neglect to the Disabled Persons Protection Commission (DPPC). The twenty-four (24) hour reporting hotline is 800-426-9009 or 1-888-822-0350 TTY. The reporting and notification procedures detailed above also apply when a report is made to the DPPC.

F. Immunity

All reports will be held in strict confidence. No person required to report who does in fact make such a report, including a report of abuse or neglect by personnel in [insert school name], shall be held liable in any civil or criminal action by reason of that report. In addition, a person who, although not required to do

so by statute, voluntarily makes a report shall not be liable in any civil or criminal action by reason of that report if it was made in good faith and that person did not perpetuate, inflict, or cause the reported abuse or neglect.

In accordance with Massachusetts General Laws Chapter 119, Section 51B, persons who are mandatory reporters of child abuse shall share any relevant information requested by the DCF during the investigation of a specific 51A child abuse report. Those persons who are required to share information are protected from civil or criminal liability for providing such information without parental consent.

G. Consequences for Violations of the Reporting Requirement

Under Massachusetts law, any person required to make oral and written reports of suspected child abuse or neglect who fails to do so and any person who knowingly files a frivolous report will be subject to penalties as prescribed by law. Any school employee required by law to report suspected child abuse or neglect who fails to do so or who knowingly files a frivolous report will be subject to disciplinary action, up to and including termination.

H. Prohibition of Discrimination and Retaliation

Discrimination and retaliation against any student or employee for filing a complaint of abuse or neglect, including a report of abuse or neglect against personnel in the school, is strictly prohibited. Employee complaints of discrimination and retaliation should be filed with the principal or designee. Student complaints of discrimination and retaliation should be filed with the principal or designee. In accordance with both Massachusetts law and the reporting procedures set forth above, employees who themselves perpetuate, inflict, or cause the abuse of any child and/or engage in discrimination or retaliation against any School student or employee for filing a complaint of abuse or neglect will be subject to discipline, up to and including termination.

Foxborough Regional Charter School
Reporting Abuse and Neglect Policy
First Reading April 8, 2025
Second Reading

Background Checks

A. General

By law, Foxborough Regional Charter School (FRCS) requires that a state and national fingerprint criminal background check be conducted to determine the suitability of full or part-time current and prospective staff who may have direct and unmonitored contact with students. Staff shall include, but not be limited to, any apprentice, intern, student teacher, or individuals in similar positions who may have direct and unmonitored contact with students. The Board of Trustees shall only obtain a fingerprint background check for current and prospective staff for whom the Board has direct hiring authority. In the case of an individual directly hired by the Board, the chair of the Board shall review the results of the national criminal history check. The Executive Director shall also obtain a state and national fingerprint background check for any individual who regularly provides school-related transportation to students. The Board, Executive Director, or the office of Human Resources, as appropriate, may obtain a state and national fingerprint criminal background check for any volunteer, subcontractor, or laborer commissioned by the Board who may have direct and unmonitored contact with students, and must continue to submit state CORI checks.

The fee charged by DCJIS for national fingerprint background checks will be \$55.00 for school staff subject to licensure by DESE and \$35.00 for other staff, the fee of which may be adjusted from time to time by the appropriate agency. FRCS shall continue to obtain periodically, but not less than every 3 years, from the Department of Criminal Justice Information Services all available Criminal Offender Record Information (CORI) for any current and prospective staff member or volunteer who may have direct and unmonitored contact with students.

Direct and unmonitored contact with students is defined in DESE regulations as contact with a student when no other staff who has received a suitability determination by the district is present. "Contact" refers to any contact with a student that provides the individual with an opportunity for physical touch or personal communication.

This policy is applicable to any fingerprint-based state and national criminal history record check made for non-criminal justice purposes and requested under applicable federal authority and/or state statute authorizing such checks for licensing or employment purposes. Where such checks are allowable by law, the following practices and procedures will be followed.

Requesting CHRI (Criminal History Record Information) checks

Fingerprint-based CHRI checks will only be conducted as authorized by state and federal law, in accordance with all applicable state and federal rules and regulations. If an applicant or staff member is required to submit to a fingerprint-based state and national criminal history record check, they shall be informed of this requirement and instructed on how to comply with the law.

Such instruction will include information on the procedure for submitting fingerprints. In addition, the applicant or staff member will be provided with all information needed to successfully register for a fingerprinting appointment.

Access to CHRI

All CHRI is subject to strict state and federal rules and regulations in addition to Massachusetts CORI laws and regulations. CHRI cannot be shared with any unauthorized entity for any purpose, including subsequent hiring determinations. All receiving entities are subject to audit by the Massachusetts Department of Criminal Justice Information Services (DCJIS) and the FBI, and failure to comply with such rules and regulations could lead to sanctions. Federal law and regulations provide that the exchange of records and information is subject to cancellation if dissemination is made outside of the receiving entity or related entities. Furthermore, an entity can be charged criminally for the unauthorized disclosure of CHRI.

Storage of CHRI

CHRI shall only be stored for extended periods of time when needed for the integrity and/or utility of an individual's personnel file. Administrative, technical, and physical safeguards, which are in compliance with the most recent CJIS Security Policy have been implemented to ensure the security and confidentiality of CHRI. Each individual involved in the handling of CHRI is to familiarize themselves with these safeguards.

In addition to the above, each individual involved in the handling of CHRI will strictly adhere to the policy on the storage, retention and destruction of CHRI.

Retention and Destruction of CHRI

Federal law prohibits the repurposing or dissemination of CHRI beyond its initial requested purpose. Once an individual's CHRI is received, it will be securely retained in internal agency documents for the following purposes *only*:

Historical reference and/or comparison with future CHRI requests,

Dispute of the accuracy of the record,

Evidence for any subsequent proceedings based on information contained in the CHRI.

CHRI will be kept for the above purposes in a secure location in the Human Resources office. When no longer needed, CHRI and any summary of CHRI data must be destroyed by shredding paper copies and/or by deleting all electronic copies from the electronic storage location, including any backup copies or files. The shredding of paper copies of CHRI by an outside vendor must be supervised by a staff member of the District.

CHRI Training

An informed review of a criminal record requires training. Accordingly, all staff authorized to receive and/or review CHRI will review and become familiar with the educational and relevant training materials regarding SAFIS and CHRI laws and regulations made available by the appropriate agencies, including the DCJIS.

Determining Suitability

In determining an individual's suitability, the following factors will be considered, including but not limited to: the nature and gravity of the crime and the underlying conduct, the time that has passed since

the offense, conviction and/or completion of the sentence, nature of the position held or sought, age of the individual at the time of the offense, number of offenses, any relevant evidence of rehabilitation or lack thereof and any other factors deemed relevant by the district.

A record of the suitability determination will be retained. The following information will be included in the determination:

The name and date of birth of the staff member or applicant;

The date on which the District received the national criminal history check results; and,

The suitability determination (either "suitable" or "unsuitable").

A copy of an individual's suitability determination documentation must be provided to another school employer, or to the individual upon request of the individual for whom the District conducted a suitability determination.

Relying on Previous Suitability Determination.

The District may obtain and may rely on a favorable suitability determination from a prior employer if the following criteria are met:

The suitability determination was made within the last seven years, and

The individual has not resided outside of Massachusetts for any period longer than three years since the suitability determination was made, and either

The individual has been employed continuously by one or more school employers or has gaps totaling no more than two years in their employment for school employers; or

The individual works as a substitute employee; the individual is still deemed suitable for employment by the school employer who made a favorable suitability determination.

Upon request of another school employer, the initial school employer shall provide documentation that the individual is still deemed suitable for employment by the initial school employer.

Adverse Decisions Based on CHRI

If inclined to make an adverse decision based on an individual's CHRI, the District will take the following steps prior to making a final adverse determination:

Provide the individual with a copy of their CHRI used in making the adverse decision;

Provide the individual with a copy of this CHRI Policy.

Provide the individual the opportunity to complete or challenge the accuracy of their CHRI.

and,

Provide the individual with information on the process for updating, changing, or correcting CHRI.

A final adverse decision based on an individual's CHRI will not be made until the individual has been afforded a reasonable time, depending on the particular circumstances, not to exceed thirty days, to correct or complete the CHRI.

If the District receives criminal record information from the state or a national fingerprint-based background check that includes no disposition or is otherwise incomplete, the District may request that an individual, after providing them a copy of said background check, provide additional information regarding the results of the criminal background checks to assist the District in determining the applicant's suitability for direct and unmonitored contact with students, notwithstanding the terms of General Laws chapter 151B, S. 4,(9,9 ½). Furthermore, in exigent circumstances, the District may, pursuant to the terms of DESE regulations (see specific regulations in legal references), hire a staff member on a conditional basis without first receiving the results of a national criminal background check. After exhausting several preliminary steps as contained in the above-referenced regulation, the District may require an individual to provide information regarding the individual's history of criminal convictions; however, the individual cannot be asked to provide information about juvenile adjudications or sealed convictions. The Executive Director is advised to confer with legal counsel whenever they solicit information from an individual concerning their history of criminal convictions.

Secondary Dissemination of CHRI

If an individual's CHRI is released to another authorized entity, a record of that dissemination must be made in the secondary dissemination log. The secondary dissemination log is subject to audit by the DCJIS and the FBI.

The following information will be recorded in the log:

Subject Name;

Subject Date of Birth;

Date and Time of the dissemination;

Name of the individual to whom the information was provided.

Name of the agency for which the requester works.

Contact information for the requestor; and

The specific reason for the request.

Reporting to the Commissioner of Elementary and Secondary Education

Pursuant to state law and regulation, if the District dismisses, declines to renew the employment of, obtains the resignation of, or declines to hire a licensed educator or an applicant for a Massachusetts educator license because of information discovered through a state or national criminal record check, the District shall report such decision or action to the Commissioner of Elementary and Secondary Education in writing within 30 days of the employer action or educator resignation. The report shall be in a form requested by the Department and shall include the reason for the action or resignation as well as a copy of the criminal record checks results. The Executive Director shall notify the staff member or applicant that it has made a report pursuant to the regulations to the Commissioner.

Pursuant to state law and regulation, if the District discovers information from a state or national criminal record check about a licensed educator or an applicant for a Massachusetts educator license that implicates grounds for license action pursuant to regulations, the Executive Director shall report to the Commissioner in writing within 30 days of the discovery, regardless of whether the district retains or hires the educator as a staff member. The report must include a copy of the criminal record check results. The District shall notify the staff member or applicant that it has made a report pursuant to regulations to the Commissioner and shall also send a copy of the criminal record check results to the staff member or applicant.

C.O.R.I. REQUIREMENTS

The District will obtain all available Criminal Offender Record Information (CORI) from the department of criminal justice information services of prospective staff, volunteers, or individuals who regularly provide school related transportation to students, who may have direct and unmonitored contact with students, (State law requires that school districts obtain CORI data for employees of taxicab companies that have contracted with the schools to provide transportation to students. - repeated below).

The office of Human Resources, or certified designees shall periodically, but not less than every three years, obtain all available Criminal Offender Record Information from the department of criminal justice informational services on all staff, individuals who regularly provide school related transportation to students, including taxicab company staff, and volunteers who may have direct and unmonitored contact with students, during their term of employment or volunteer service.

The office of Human Resources, or certified designees may also have access to Criminal Offender Record Information for any subcontractor or laborer who performs work on school grounds, and who may have direct and unmonitored contact with students, and shall notify them of this requirement and comply with the appropriate provisions of this policy.

Pursuant to a Department of Education regulation, Direct and unmonitored contact with children means contact with students when no other staff, for whom the employer has made a suitability determination of the school or district, is present. "Contact" refers to any contact with a student that provides the individual with the opportunity for physical touch or personal communication. The school employer may determine when there is potential for direct and unmonitored contact with children by assessing the circumstances and specific factors including but not limited to, whether the individual will be working in proximity with students, the amount of time the individual will spend on school grounds, and whether the individual will be working independently or with others. An individual shall not be considered to have the potential for direct and unmonitored contact with children if the individual has only the potential for incidental unsupervised contact in commonly used areas of the school grounds."

In accordance with state law, all current and prospective staff, volunteers, and persons regularly providing school-related transportation to students shall sign an acknowledgement form authorizing receipt by the District of all available CORI data from the Department of Criminal Justice Information Services. In the event that a current staff member has a question concerning the signing of the acknowledgement form, they may meet with the Principal or Executive Director; however, failure to sign the CORI acknowledgement form may result in a referral to local counsel for appropriate action. Completed acknowledgement forms must be kept in secure files. The Board of Trustees, Executive Director, Human Resources, or their designees certified to obtain information under the policy, shall prohibit the dissemination of school information for any purpose other than to further the protection of students.

CORI is not subject to the public records law and must be kept in a secure location, separate from personnel files and may be retained for not more than three years. CORI shall be shared with the individual to whom it pertains, pursuant to law, regulation and the following model policy, and in the event of an inaccurate report the individual should contact the department of criminal justice information services.

Access to CORI material must be restricted to those individuals certified to receive such information. In the case of prospective staff or volunteers, CORI material should be obtained only where the Executive Director has determined that the applicant is qualified and may forthwith be recommended for employment or volunteer duties.

The hiring authority, subject to applicable law and the model policy, reserves the exclusive right concerning any employment decision.

The Executive Director shall ensure that on the application for employment and/or volunteer form there shall be a statement that as a condition of the employment or volunteer service the District is required by law to obtain Criminal Offender Record Information for any staff, individual who regularly provides transportation, or volunteer who may have direct and unmonitored contact with students. Current staff, persons regularly providing school-related transportation, and volunteers shall also be informed in writing by the Executive Director prior to the periodic obtaining of their Criminal Offender Record Information.

Records sealed pursuant to law shall not operate to disqualify a person in any examination, appointment or application for public service on behalf of the Commonwealth or any political subdivision thereof.

The Executive Director shall revise contracts to require a signed statement that the provider has met all legal requirements of the state of Massachusetts relative to criminal background checks for staff and others having direct and unmonitored contact with students.

LEGAL REFS.: M.G.L. [6:167-178](#); [15D:7-8](#); [71:38R](#), [151B](#), [276:100A](#)

P.L. 92-544; Title 28 U.S.C. § 534; Title 28 C.F.R. 20.33(b)

42 U.S.C. § 16962

603 CMR [51.00](#)

803 CMR 2.00

803 CMR 3.05 (Chapter 149 of the Acts of 2004)

[FBI Criminal Justice Information Services Security Policy](#)

[Procedure for correcting a criminal record](#)

[FAQ - Background Checks](#)

Foxborough Regional Charter School
Background Check Policy
First Reading April 8, 2025
Second Reading

Open Meeting Law Policy

A. General

In accordance with Mass. G.L. c.39 § 23A, the Board of Trustees is subject to Massachusetts' Open Meeting Law (the "Law") and shall convene all Board and subcommittee meetings so that they are open to the public and in compliance with the Law, with the exception of all properly noticed discussions concerning matters permitted by the Law to be discussed in executive session. All meetings of the Board and subcommittees shall be held at locations that are accessible to persons with disabilities.

The Board of Trustees and subcommittees shall comply with the Law every time that a quorum of the Board or subcommittee meets. A "meeting" is defined as "any corporal convening and deliberation of a governmental body for which a quorum is required in order to make a decision at which any public business or public policy matter over which the governmental body has supervision, control, jurisdiction or advisory power is discussed or considered." M.G.L. c.39 § 23A. The Law does not apply to "chance" or "social" meetings of a governmental body or members of the body at which matters relating to official business are discussed, so long as no final decision on such business is reached.

Upon joining the Board of Directors, new members shall review and complete a certification of receipt of the Open Meeting Law.

B. Notification of Meetings of the Board of Directors and Subcommittees

The Board of Trustees shall comply with the notice requirements set forth in M.G.L. c.38 § 23B by posting in advance and providing a printed schedule for future Board and subcommittee meetings at the beginning of each school year so long as the day of the week, the time and place of each such meeting is listed, and so long as the governmental body does in fact meet at the regularly scheduled time and place.

For any other meetings, the Board of Directors, except in an emergency, shall post public notice at least forty-eight (48) hours (including Saturdays, but not Sundays and legal holidays) prior to such meeting.

The notice requirements do not apply to "emergency" meetings. An emergency is defined as "a sudden, generally unexpected occurrence or set of circumstances demanding immediate action." The emergency in question must be one that relates directly to the functions and responsibilities of the governmental body convening the meeting.

In the event that it becomes necessary to adjourn or extend a meeting to another time, the Law's notice requirements apply to the adjourned or extended meeting. Accordingly, it is necessary to adjourn the meeting to a date that will permit the governmental body to cause notice to be filed and posted at least forty-eight hours in advance unless the circumstances require the adjourned meeting to be an emergency meeting.

C. Minutes and Records of Meetings

The Board of Trustees and subcommittees shall maintain accurate records of its open meetings, setting forth the time, date, place, members present or absent and action taken at each meeting. "Action taken" includes discussion or consideration of issues, even if no vote is taken or no determination is made with

respect to any issue or subject considered.

The records or minutes of every Board meeting are public records from the moment they are made and therefore subject to the Massachusetts Public Records Law, M.G.L. c.66 § 10(a). As public records, meeting minutes must be made available to the public. Foxborough Regional Charter School shall post meeting minutes on the school website once approved by the Board of Trustees at the next meeting.

D. Executive Session

The Board of Directors and subcommittees may meet in Executive Session outside the purview of the public only for the reasons enumerated in M.G.L. c.39 § 23B. Prior to convening in Executive Session, the Board of Directors and subcommittees shall:

- First convene in open session;
- Receive a vote of the majority of the quorum to enter Executive Session, and the vote of each member is recorded in the minutes of the open session;
- The Chair of the Board of Directors or the Chair of the subcommittee states the purpose of the Executive Session in accordance with an enumerated reason for Executive Session as set forth in M.G.L. c.39 § 23B; and
- If applicable, the Chair of the Board of Directors shall disclose that the affected personnel has been notified.
- The Chair of the Board of Directors or the Chair of the subcommittee states whether open session will reconvene after the Executive Session.

The minutes of an executive session are also public records. Executive session minutes may be withheld from public inspection as long as publication of the minutes would defeat the lawful purposes of the executive session. Once the need for secrecy has passed, the records must be released.

All votes taken during Executive Session shall be taken and recorded by “roll call,” in which each Director announces his/her/their vote individually. If a vote is cast during Executive Session, the Board of Directors shall disclose the result of the vote once Open Session is re-convened.

Reference:

[Open Meeting Law Guide and Educational Materials](#)

Foxborough Regional Charter School
Open Meeting Law Policy
First Reading April 8, 2025
Second Reading

Student Records and Directory Information Policy

A. General Information

In order to provide students with appropriate instruction and educational services, it is necessary for the Foxborough Regional Charter School ("School") to maintain extensive and sometimes personal information about students. It is essential that pertinent information in these records be readily available to appropriate school personnel, be accessible to the student's parents/guardians and/or to the student in accordance with law yet be guarded as confidential information.

The student record consists of the transcript (permanent record) and the temporary record.

1. Transcript

A student's transcript is considered their permanent record. The transcript includes only the minimum information necessary to reflect the student's educational progress. This information includes name, address, and phone number of the student; their birthdate; name, address, and phone number of the parent or guardian; course titles, grades (or the equivalent when grades are not applicable), course credit, grade level completed, and the year completed.

Foxborough Regional Charter School maintains the transcript for at least sixty (60) years following the student's graduation, transfer, or withdrawal from the school.

2. Temporary Record

A student's temporary record contains the majority of the information maintained by Foxborough Regional Charter School about the student that is "important to the educational process." The contents of the temporary record may include such things as standardized test results; class rank; school-sponsored extracurricular activities; evaluations and comments by teachers, counselors, and other persons; disciplinary records; and other information.

The temporary record shall be destroyed no later than seven (7) years after the student leaves Foxborough Regional Charter School provided that proper notice has been given to the eligible student and their parents or guardians. Prior to destroying a student's temporary record, Foxborough Regional Charter School shall provide written notice to the student and/or parent/guardian using the last known contact information (address and/or e-mail) for the student and/or parent/guardian.

Former students desiring information from their records may obtain it by requesting such information from the Guidance Department before the date of destruction.

Foxborough Regional Charter School wishes to make clear that all individual student records of the school are confidential. However, consistent with federal and state law and regulations governing student records, Foxborough Regional Charter School designates the following information as "directory information" (as defined by the Family Educational Rights and Privacy Act and related Massachusetts laws and regulations) that may be released to the general public, third parties and outside organizations without the written consent of a student and/or his or her parents/guardians:

- student's name;

- major field of study;
- dates of attendance;
- class;
- participation in officially recognized activities and sports;
- degrees, honors and awards; and
- post-high school plans.

Students and/or their parents/guardians, however, may “opt-out” of the release of any element of directory information detailed above by notifying the School office in writing by the beginning of each school year that such information shall not be released. The Deputy Executive Director shall ensure that procedures are in place to ensure that information regarding Foxborough Regional Charter School’s Student Records Policy is distributed on an annual basis along with information regarding the right of both parents/guardians and students to "opt-out" of the release of directory information.

Foxborough Regional Charter School
Student Records and Directory Information Policy
First Reading April 8, 2025
Second Reading

Board Member Conflict of Interest Policy

A. General Information

Each member of the Foxborough Regional Charter School's Board of Trustees is prohibited from taking advantage of his/her position on the Board of Trustees to gain improper, personal benefits for him/herself and/or his immediate family members. For the purposes of this policy, "immediate family members" include the Trustee's spouse, children, parents, brothers, and/or sisters.

No member of the Board of Trustees (or any of his/her immediate family members) may have a financial interest in any contracts entered into between Foxborough Regional Charter School and any vendor, absent an exemption from the Massachusetts State Ethics Commission.

Board of Trustee members are prohibited from voting on or discussing matters that affect or may affect their individual financial interests. Specifically, Board of Trustee members may not participate in discussions nor vote on matters that will financially benefit any of the following:

- Trustee, his/her "immediate family," and/or a business partner;
- A business organization in which the Trustee serves as an officer, director, trustee, partner, member, and/or employee; and
- Any person or organization with which the Trustee is negotiating or has any arrangement concerning prospective employment.

Board of Trustee members are prohibited from accepting anything of value because of their position as a member of the Board of Trustees and in accordance with the restrictions set forth in G.L. c. 268A.

Board of Trustee members shall comply with and conduct themselves in accordance with the general code of conduct established for public employees in G.L. c. 268A, § 23. Therefore, Board of Trustee member shall annually review and provide acknowledgment of the Commonwealth's Conflict of Interest Law (G.L. c. 268A). New members of the Board of Trustees must complete this review within 30 days of becoming members of the Board.

Board of Trustee members shall complete an online conflict of interest training program every two years. New members of the Board of Trustees must complete this review within 30 days of becoming members of the Board.

Resource: Massachusetts State Ethics Commission (www.mass.gov/ethics / 617-727-0060)

Foxborough Regional Charter School
Board of Trustee Member Conflict of Interest Policy
First Reading April 8, 2025
Second Reading

Annual Reporting Policy

In compliance with governing Massachusetts statutes, regulations, and guidance from the Department of Elementary and Secondary Education, Foxborough Regional Charter School shall submit an annual report to the Charter School Office at the Department of Elementary and Secondary Education, the local school committee (or school committees of each sending district if a regional charter school), each parent/guardian of enrolled students, and each parent/guardian known to the school to be contemplating enrollment on or before August 1 of each year.

At a minimum, the Annual Report shall include:

- Discussion of progress made toward the achievement of the school's goals as set forth in its charter (otherwise known as faithfulness to the charter);
- Financial statement setting forth, by the appropriate categories of revenue and expenditures of the year just ended and a balance sheet setting forth the school's assets, liabilities, and future balances or equities;
- Introduction to the school;
- School performance and program implementation;
- Dissemination efforts;
- Academic program success;
- Organizational viability;
- Accountability plan performance;
- Recruitment and retention plan;
- School and student data;
- Conditions; and
- Complaints

Resource

Department of Elementary and Secondary Education Annual Report Guidelines for Charter Schools (available at <http://www.doe.mass.edu/charter/acct.html?section=annual>)

Foxborough Regional Charter School
Annual Reporting Policy
First Reading April 8, 2025
Second Reading

School Building Administration

The Executive Director shall establish an appropriate chain of command for subordinate educational administrators, with clear reporting lines.

Acting with the approval of the Board of Trustees, the Executive Director shall be the educational administrator and manager of the school district and supervise the operation and management of the school district and property. All personnel working at Foxborough Regional Charter School shall be directly responsible to the Executive Director. Employees who work specifically for one school building shall be responsible to the leader of the school at which they are working, and district employees shall be responsible to an assigned Executive Leadership Team Leader.

The Executive Director is charged with the supervision and direction of the staff and the students assigned to the school district, and with care of the school facility and its equipment. He/she shall see that the rules and regulations adopted by the Board of Trustees are implemented appropriately and effectively.

**Foxborough Regional Charter School
School Building Administration Policy
First Reading April 8, 2025
Second Reading**

Coversheet

Policy Review

Section: III. Board Business

Item: D. Policy Review

Purpose: Vote

Submitted by:

Related Material:

Field_Trip_Policy_reivsed_33125.docx (2).pdf

Trustee_Ethics_and_Disclosures_Policy 32125.docx.pdf

New Board of Trustee Member Orientation Policy.docx (1).pdf

DRAFT Employee Handbook_SY2025-2026_With MA Edits per the CBA.pdf

Field Trip Policy

A. General

Foxborough Regional Charter School acknowledges that firsthand experiences provided by field trips, including school-sponsored extended overnight trips, are an effective and worthwhile means of advancing student learning and education. Therefore, Foxborough Regional Charter School encourages the use of field trips and school sponsored trips that are related to the total school program to supplement the classroom learning curricula.

Additionally, due to the inherent educational value of field trips and school sponsored trips, Foxborough Regional Charter School shall conduct field trips, to every extent practicable, that allow all students to participate equally. Additionally, no student shall be denied participation in a field trip or school sponsored trip as a consequence or form of punishment for previous behavior for which he or she already has been disciplined. If a student is prohibited from participating in a field trip or school sponsored trip, the school leader or their designee shall notify the parent/guardian of such a decision and advise the parent/guardian that he/ she may appeal this decision to the school Principal (if advised by a teacher or other staff) or to the Executive Director (if advised by the school Principal).

Consistent with this goal, the school shall establish guidelines for field trips and school sponsored trips and shall address the process for screening, evaluating and approving field trips and school sponsored trips in order to ensure that all reasonable steps are taken for the health, safety and welfare of the participants and to ensure that no substantial disruption to the educational process and the inherent educational value of the field trip and/or school sponsored trip.

A student may only be excluded from a field trip or school sponsored trip if the date or dates of his/her suspension from school for a violation of school based rules or the codes of conduct set forth in the Student Handbook coincides with the scheduled date or dates of the field trip or school sponsored trip, or if, in the judgment of the school leader, a student's previous or current behavior poses a substantial risk to the health, safety and welfare of the student, other students and/or staff participating in the field trip and/or school sponsored event.

A staff member organizing a trip shall receive official approval for a field trip following the procedures of the school prior to scheduling and/or reserving or purchasing any tickets and/or facilities for the trip.

With respect to all field trips or school sponsored trip, the following shall apply:

- No student shall participate in any field trip, regardless of the destination, unless, prior to the commencement of the trip, parent/guardian of the student (or the student him/herself if he/she has reached the age of majority) executes and submits a field trip permission form to the appropriate teacher;
- All field trips or school sponsored trips shall be properly supervised by teachers, staff, and/or volunteers who have undergone and received appropriate background checks and clearance, including a CORI check;
- All volunteer chaperones have executed waiver of liability form;

- All field trips or school sponsored trips have the appropriate number of authorized volunteers/chaperones.
- Students and volunteers shall be advised as to appropriate safety precautions to be observed;
- The student records of all students participating in the field trip or school sponsored trip have been reviewed to determine if any accommodations or modifications are required for a student to participate in and have equal access to such a trip. Full and equal opportunities must be provided for students with disabilities to participate in all trips, including extended overnight field trips;
- A determination has been made that each trip substantially contributes to the educational program, or is consistent with purpose of an extracurricular club or activity;
- A determination has been made that a field trip or school sponsored trip (other than an extended overnight trip) does not exclude any student from participation due to a lack of sufficient funds on the part of that student and/or his/her family.
- Appropriate transportation, as defined in Section 4 of this Policy, for the field trip or school sponsored trip has been considered and secured. Foxborough Regional Charter School shall comply with applicable laws, regulations, and school policies related to the transportation of students when providing field trip transportation. Under extraordinary circumstances, a parent or guardian may provide transportation to his/her child for a field trip, at the discretion of the School Principal, and subject to the parent or guardian executing a school-provided release and/or waiver.

Students and their parents/guardians will be responsible for any damage done to any personal or real property that they are found to have caused during the field trip or school sponsored trip. Parents/guardians must agree to pay for any damages that may be done by their child and/or aid school officials in collecting money necessary to do so.

B. Overnight and International Trips

Pursuant to G.L. c. 71, § 37N, the Board of Trustees has adopted the following policy concerning students' overnight travel.

1. Trip Approval Process

- Advance approval by the Executive Director (domestic trips) or the Board of Trustees (international trips) is required for any student overnight trip. An overnight trip is defined as any trip involving lodging or travel between the hours of midnight and 6:00 am.
- Requests for approval shall be presented by the School Principal or designee, including the teacher(s) requesting the overnight trip.
- The approval process shall be completed (Part I only for international trips) prior to permitting students to engage in fundraising activities or other preparations for the trip.
- Overnight trips shall offer significant educational benefits to students that clearly justify the time and expense of the trip. Such trips shall be appropriate for the grade level.

- Teachers and other school staff are prohibited from recruiting for privately run trips through the school, unless the trip is approved through the FRCS overnight trip approval process.
- International Overnight Trip Approval Process
 - A. *Preliminary Approval (Part I)*

For international travel, the teacher(s) requesting the trip must present a comprehensive trip proposal, outlining educational benefits and objectives in relation to the Massachusetts Curriculum Frameworks, as well as the educational value relative to cost. This proposal requires approval from the building principal and the Board of Trustees before being announced to students or parents/guardians. Approval must be obtained at least four (4) months prior to departure of the proposed international trip.
 - B. *Final Approval (Part II)*

One month prior to an international trip, final approval from the Executive Director is required. Final approval includes review of finalized itineraries and travel documents.

2. *Transportation*

- As detailed in Section 4 of this Policy, the use of vans or private automobiles for trips planned to include late night or overnight student travel shall be prohibited. Such trips shall rely upon commercial transportation. Whenever possible, the trip schedulers shall avoid planning student travel between the hours of midnight and 6 a.m., due to the increased risk of vehicular accidents during this time.

3. *Trip Scheduling*

- Overnight accommodations shall be made in advance with student safety and security in mind.
- Whenever possible, overnight trips shall be scheduled on weekends or during school vacations to minimize lost classroom time. Non-academic field trips are considered “optional school programs” and do not count toward meeting structured learning time requirements under 603 CMR 27.00. However, academic field trips may be considered structured learning time (see the Department’s Student Learning Time Regulations Guide).
- Trip cancellation insurance and travel accident insurance must be purchased by all trip participants, including students, chaperones, and advisors.
- The Executive Director or their designee retains the right to cancel any extended field trip up until the time of departure.
- If substantially all members of a class are participating in a trip, the school shall provide appropriate substitute activities for any students not participating.

4. *Fundraising*

- The amount of time to be devoted to fundraising shall be reasonable and commensurate with students' obligations for homework, after-school activities, and jobs.
- Group fundraising activities are preferred. Students shall not be assigned individual fundraising targets.
- If students are charged individual fees for participation, Foxborough Regional Charter School shall make every effort to provide assistance as needed. No student shall be prohibited from participating in any trip due to lack of sufficient funds.
- Advisors must make reasonable efforts to secure scholarships or alternative funding sources, ensuring equal opportunities for all students, regardless of financial constraints.

5. *Student Supervision*

- Students shall be accompanied by a sufficient number of chaperones, taking into account the trip scheduling and logistics. All chaperones, including parents and volunteers, must have a CORI check in accordance with M.G.L. c.71 s.38R.
- All participating students must submit a signed parent/guardian permission form. Such form shall include appropriate authorization for emergency medical care and administration of medication. If a student requires prescription medication during an extended field trip, administration must adhere to District policy.
- Participation in an extended field trip is a privilege, not a student's inherent right, and all rules and regulations outlined in the student handbook will be in effect throughout the trip.

6. *Lodging*

- For overnight trips, students shall be required to room with at least one other student.
- All lodging and accommodations for overnight trips must comply with all federal and state laws and regulations concerning public accommodations.
- Requests for specific roommates and/or special accommodations for a student shall be considered on a case-by-case basis and shall be discussed among Foxborough Regional Charter School, the student (if appropriate), and the student's parent(s) / guardian(s).

C. Student Proposed Trips

Each club, team, or group is responsible for raising all the money necessary to fund a field trip or school sponsored trip that is being proposed by a group of students. No fundraising or other preparations for a field trip or school sponsored trip should occur until the field trip or school sponsored trip has been approved. No financial support will be available from Foxborough Regional Charter School or the Board of Trustees for any overnight, out of state or out of country travel unless an athletic team or academic team or competition has qualified for an overnight, out of state or out of country competition and in these narrow circumstances final approval of funding for such travel by an athletic team or academic team is subject to final approval by the Executive Director.

D. Transportation Services for Field Trips or School Sponsored Trips

All charter services for field trips or school sponsored trips must be provided by a common carrier that is licensed by the Commonwealth of Massachusetts to provide charter services and is licensed for passenger transport by the Federal Motor Carrier Safety Administration. All vendors that provide transportation for field trips or school sponsored trips must provide evidence that their driver(s) are licensed in the Commonwealth of Massachusetts to drive the vehicles being used to provide the transportation for the field trips and/or the charter services for the field trips. All transportation vendors also must maintain liability insurance with a minimum of \$500,000 (five hundred thousand dollars) per occurrence for bodily injury. No transportation vendor shall be used to provide transportation and/or charter services for field trips or school sponsored trips if it has a rating of “conditional” or “unsatisfactory” issued by the Federal Motor Carrier Safety Administration.

Sufficient time must be allowed in trip itineraries for drivers to rest, complying with federal hour-of-service requirements. The contract with the carrier shall prohibit the use of a subcontractor unless sufficient notice is given to Foxborough Regional Charter School to allow verification of the subcontractor’s qualifications. All bus drivers who do not regularly work for Foxborough Regional Charter School shall undergo a CORI check prior to being hired for transportation services.

School staff use of privately owned vehicles or leased vans to transport students to and from field trips, athletic events or school sponsored trips is strictly prohibited, except in the case of a bona fide emergency. Determination of the existence of a bona fide emergency will be made by the School Principal or designee on a particular trip.

When appropriate, a field trip may be offered with the expectation that students will be dropped off and picked up at the location off site. In this case, the permission slip shall make clear that the trip and supervision by school staff will begin and end at that off-campus location.

In rare circumstances, a student who is 18 years of age and has a valid Massachusetts driving license may drive themselves to a trip; however, under no circumstance may a parent or a student provide transportation to another student on behalf of the school and while under school supervision to, from, or during a field trip. Staff and parents/guardians who use their own vehicles risk being legally liable for any injury a student sustains while in the vehicle. Staff and parents/guardians who choose to use their own vehicles assume responsibility for any injury a student sustains while in the vehicle. The school assumes no responsibility or liability.

Nothing in this field trip policy should be construed to prohibit field trips where students travel by means of walking.

Foxborough Regional Charter School
Field Trip Policy
First Reading March 11, 2025
Second Reading April 8, 2025

Trustee Ethics and Disclosures Policy

A. General

Each Board of Trustees member's acceptance of a code of ethics implies their acknowledgement of the organization of Board of Trustees and each member's duties and responsibilities in accordance with federal and state laws and regulations. The oath of office of a Board of Trustees member binds the individual member to adherence to those laws and regulations that apply to the Board of Trustees.

Each Board of Trustee member shall comply with the ethics requirements of public employees as set forth in G.L. c. 268A, including meeting all training requirements and filing all required annual disclosures with the Massachusetts State Ethics Commission and the Charter School Office of the Department of Elementary and Secondary Education.

Each Board of Trustee member's disclosure shall include a statement disclosing that member's financial interest in any charter school located in Massachusetts or in any other state. Each Board of Trustee member shall further disclose whether he or she has any financial interest with any person doing business with a charter school. Each Board of Trustees member's disclosure shall also indicate whether any immediate family members have a financial interest in any charter school located in Massachusetts or any other state, or with any person doing business with a charter school. For the purposes of this policy, "immediate family members" include the Trustee's spouse, parents, children, brothers, and/or sisters.

No member of the Board of Trustees may have a financial interest in any contract executed between Foxborough Regional Charter School and any vendor, absent a written exemption from the Massachusetts State Ethics Commission.

In their relations with Foxborough Regional Charter School community, the Trustee should:

- Conduct themselves knowing that his or her primary responsibility is to the students;
- Recognize that their basic function is to be policy making and not administrative;
- Abide by, and carry out, all Board of Trustees decisions once they are decided upon by a majority of the Board of Trustees;
- Remain well-informed concerning their duties as a member of the Board of Trustees;
- Conduct themselves knowing that service as a member of the Board of Trustees demands unselfish service with no intent to benefit personally from Board of Trustees activities; and
- Respect the confidentiality of parent, student, and personnel records at all times, unless instructed otherwise by a legal counsel or a court of law.

In their relations with Foxborough Regional Charter School's administration, the Trustee should:

- Establish clearly-defined policies to direct and support the administration;
- Support the administrative chain of command and refuse to act on complaints when brought to them out of turn; and

- Provide the Executive Director and their administration with full responsibility for discharging their professional duties and hold them responsible for acceptable results.

In their relations with Foxborough Regional Charter School the Board of Trustees, the Trustee should:

- Understand that actions taken and decisions made at Board meetings are binding, if and only if, a majority of the Board of Trustees votes to take such action or make such a decision;
- Refrain from promising how they will vote on matters that will come before the Board of Trustees prior to the discussion and vote held in accordance with the Open Meetings Law;
- Uphold the intent of executive sessions and respect the confidential communications that exists in executive sessions;
- Avoid withholding pertinent information on any matter that comes before the Board of Trustees; and
- Make decisions and vote to take actions only after engaging in fully informed discussions with the Board of Trustees concerning all such matters.

Resource: Massachusetts State Ethics Commission (www.mass.gov/ethics/)617-727-0060)

Foxborough Regional Charter School
Reporting Abuse and Neglect Policy
First Reading March 11, 2025
Second Reading April 8, 2025

New Board of Trustees Member Orientation Policy

A. General

New members of the Foxborough Regional Charter School Board of Trustees are required to complete orientation training within their first year, covering key topics such as school finance, open meeting law, and board responsibilities. They will also receive essential documents, including the school's policy manual, bylaws, charter application, and budget, to help them understand the board's functions and procedures.

Policy

Pursuant to G.L. c. 71, § 36A and the requirements and guidance governing Foxborough Regional Charter School and issued by the Department of Elementary and Secondary Education, each new member of the Board of Trustees is required to complete, within one year of his or her joining the Board of Trustees, at least eight hours of orientation training. The orientation shall be provided by any organization approved by the Commissioner.

This orientation includes, but is not limited to, a review of School Finance, the Open Meeting Law, Public Records Law, Conflict of Interest Law, Special Education Law, School Leadership Standards and Evaluations, and the Roles and Responsibilities of Board of Trustee members.

The Board of Trustees shall assist each new member to understand the Board's functions and the policies and procedures of the Board as soon after election as possible. Each new member shall receive the following:

- A copy of Foxborough Regional Charter School 's Policy Manual;
- A copy of Foxborough Regional Charter School 's Bylaws;
- A copy of Foxborough Regional Charter School 's charter application (and/or renewal application);
- A copy of student and employee handbooks;
- A copy of the school's budget;
- A copy of the Open Meeting Law, Open Meeting Regulations, and the Guide to the Open Meeting Law; and
- A copy of the Conflict of Interest Regulations.

Foxborough Regional Charter School
New Board of Trustee Member Orientation Policy
First Reading March 11, 2025
Second Reading April 8, 2025

Foxborough Regional Charter School Employee Handbook 2024-2025 v.2



Foxborough Regional Charter School Employee Handbook

Table of Contents

Section I – Overview

Section II – Employment Practices

Section III – Leaves of Absence and Benefits

Section IV – Code of Conduct and Ethics

Section V – Safety Procedures and Guidelines

Section VI – Professional Development

Section VII – Miscellaneous

Section VIII – Employee Handbook Acknowledgement



Section I Overview

Welcome

Welcome to Foxborough Regional Charter School (FRCS). We are pleased to have you as a member of our team and recognize the important contributions you bring to our community.

The purpose of this handbook is to outline the FRCS's policies and procedures. Please note that the contents are a summary and may change without prior notice. A full list of FRCS policies is available on [our website](#). This handbook is intended for informational purposes only and should not be considered a contract of employment or a complete listing of employer policies. In the event of a discrepancy between this handbook and a collective bargaining agreement, a board-approved FRCS policy, or applicable law, the agreement, policy, or law shall take precedence. This handbook does not restrict employees' rights to voice concerns, file complaints, or participate in legal investigations.

This document supersedes all previous policies and may be revised as necessary. Any modifications will be communicated accordingly. Official amendments require written approval from Human Resources and the Executive Director.

Failure to adhere to these policies may result in disciplinary action, up to and including termination. We trust that all employees will always conduct themselves with professionalism and integrity.

Our Values

We are the Foxborough Regional Charter School, and we uphold the following Shared Values:

- Transparent and Effective Communication
- Integrity and Accountability
- Diversity, Equity, and Inclusion
- Collaboration and Teamwork
- Mutual Respect
- Commitment to Continuous Growth and Learning

Our Vision

The Foxborough Regional Charter School seeks to provide students an outstanding academic program which prepares students for college in a challenging and stimulating learning environment that instills positive ethical, moral and civic values and prepares students to serve their communities as leaders and exemplary citizens. The Foxborough Regional Charter School resolves that, in order to fulfill its commitment to excellence, it must strive to provide our Teachers and Staff opportunities for ongoing development and growth, be responsive to their concerns and needs, and recognize their contributions and skills.

Foxborough Regional Charter School Employee Handbook



Our Mission

- To provide students a challenging academic program to prepare them for college by stressing achievement, discipline, hard work and accountability. We will continually challenge all of our students, regardless of ability, so that we will lead the Commonwealth of Massachusetts in all statewide standards and assessments.
- To promote positive ethical, moral, and civic values and prepare students to serve their respective communities as leaders and good citizens. We will present students with projects and issues requiring critical thinking, problem-solving, decision-making, and real-life applications of their academic studies through our Student Life and Community Service Learning programs which are integral components of the overall educational experience at Foxborough Regional Charter School.
- To commit to providing a supportive, professional, and challenging environment for our teachers and staff which recognizes the value of professional development, creativity, and initiative. We will constantly seek new ways to allow our teachers and staff to perform to the best of their potential in a collegial atmosphere which recognizes unique talents and the commitment to excel.

Educational Philosophy

At FRCS, we provide a well-structured curriculum aligned with National and Massachusetts learning standards. We ensure learning is purposeful, helping students build on their knowledge each year. Our goal is to develop skilled, confident learners who strive for excellence. Our students will “Enter to Learn and Exit to Lead.”

Curriculum and Instruction

Our commitment is to design and facilitate an intentional curriculum that prepares students for success in college, career, or a military pathway. At FRCS, scholar-centered growth and development is at the heart of learning. To this end, our curriculum and instruction:

- Enables our students to engage in self-discovery that builds toward community service
- Empowers our students to make a difference as empathetic, responsible, and global citizens
- Taps our students’ natural curiosity, facilitates their critical thinking, and enables them to problem-solve resourcefully
- Facilitates critical thinking through research, multimedia, and real-life experiences
- Facilitates a collaborative and experiential approach to learning
- Supports inquiry across all disciplines
- Embeds 21st-century technology and resources
- Celebrates and motivates our students as they take academic risks and build confidence

Diversity, Equity, and Inclusion

FRCS is committed to fostering a welcoming and inclusive community where every individual feels valued and respected. We recognize that diversity strengthens our school and enhances our learning

Foxborough Regional Charter School Employee Handbook



environment. We appreciate the unique backgrounds, experiences, and perspectives of our employees and students, promoting a culture of mutual respect and understanding.

All employees are expected to uphold FRCS's shared values of diversity, equity, and inclusion. We are dedicated to continuous learning and growth in our pursuit of an anti-racist and anti-bias environment. Our objective is to actively contribute to a more just and equitable society, beginning with our school community.

We fully support all staff, including transgender and gender nonconforming individuals, by affirming their identities, respecting their pronouns, and providing restroom access and dress code flexibility within school guidelines.

We aim to create an environment where employees can thrive in their roles, take pride in their work, and contribute to the success of our students. We are committed to hiring, supporting, and retaining talented individuals who possess strong qualifications and experience. character to our school. Through ongoing professional development and support, we empower our employees to grow in their careers while making meaningful contributions to FRCS.

Employment Philosophy

FRCS thrives because of its dedicated faculty and staff. We expect all employees to uphold high professional and personal standards while fostering a positive and supportive workplace. Our success relies on a team that is committed to excellence, continuous growth, and the success of every student.

The School Administration is devoted to hiring, supporting, and retaining skilled professionals who bring strong qualifications, experience, and integrity to our school. We offer opportunities for professional development, mentorship, and collaboration to ensure that all employees feel valued and empowered in their roles. Through a culture of respect, innovation, and shared purpose, we cultivate an environment where educators and staff can thrive and contribute meaningfully to our students' growth and success.



Section II Employment Practices

Equal Opportunity and Non-Discrimination Statement

FRCS is committed to providing equal employment opportunities to all employees and job applicants. We do not discriminate based on race, color, religion, sex (including pregnancy, lactation, childbirth, or related medical conditions), gender identity, sexual orientation, national origin, ancestry, age, physical or mental disability, genetic information (including testing and characteristics), military service or veteran status, citizenship status, certain criminal records, the personal admission to a facility for the care and treatment of a mentally ill person, taking parental leave, crime victim status, or any other classification protected by applicable local, state, and federal laws.

This policy applies to all areas of employment, including but not limited to hiring, placement, promotion, termination, layoff, transfer, compensation, training, scheduling, and leaves of absence. FRCS has a zero-tolerance policy for harassment, discrimination, or retaliation of any kind related to these protected classes. The full policy, as well as other FRCS policies, are available on [our website](#).

If an employee feels they have been discriminated against, they should report the issue to their Principal, Supervisor, Human Resources, or the Executive Director.

FRCS does not discriminate against individuals with disabilities in employment or access to services and programs. To comply with applicable laws that ensure equal employment opportunities for individuals with disabilities, FRCS will provide reasonable accommodation for the known physical or mental limitations of otherwise qualified individuals with disabilities who are applicants or employees. This is provided unless it would cause undue hardship or pose a direct threat to the health and safety of the individual or others.

Any employee who requires an accommodation to perform the essential functions of their job, to enjoy equal opportunities, or to obtain equal job benefits should contact Human Resources to request such accommodations.

Confidentiality

FRCS employees may be exposed to confidential and sensitive information regarding our students and staff. All employees are expected to act with discretion when dealing with confidential issues within the workplace, and this information should never be discussed outside the workplace. Employees are reminded that they are expected to maintain the privacy of confidential information they obtain in the course of employment, particularly regarding information and materials from and about students and families per 603 CMR 23.00 et. seq. and the Family Educational Rights Privacy Act (FERPA). Any employee found violating this section could risk termination.

Foxborough Regional Charter School Employee Handbook



Personnel Files

Employees should keep their personnel files up to date by completing the appropriate forms through [Employee Navigator](#) for changes of the following: address, telephone number, marital status, or other relevant personal data. However, additional documentation may be required before the change can be processed. If the information in a personnel file is incorrect, problems may arise concerning taxes, employee benefits, or other important matters. Employees are permitted to review their personnel files in the Human Resources Office. To do so, please schedule an appointment during normal business hours.

Criminal Offender Records Information (CORI)

Per Massachusetts General Laws, Chapter 6, Section 172, all prospective employees who will work with children, either directly or indirectly, are required to complete FRCS's CORI & Fingerprinting form before employment. The full policy, as well as other FRCS policies, are available on [our website](#). In addition to the required CORI check, all public school employees must complete a Federal Background Check through fingerprinting via the Statewide Applicant Fingerprint Identification Services (SAFIS). There is a cost for fingerprinting, ranging from \$35 for non-licensed employees to \$55 for DESE license holders, including those with pending applications or licenses. FRCS does not cover or reimburse the cost of fingerprinting. To schedule fingerprinting appointments, please go to [IdentoGO Centers](#). You will be required to provide FRCS's Provider I.D., which is **04060000**.

Term of Employment

We are classified as an "at-will" employer, except for positions recognized by the Foxborough Regional Charter School Teachers Association (FRCSTA). This "at-will" status means that employment at FRCS is not for a definite period and can be terminated by you or the School at any time, with or without cause, unless specified otherwise in the terms of your employment, such as in a collective bargaining agreement or other signed documentation by the Executive Director.

Additionally, it's important to note that no verbal statements, informal conduct, policies, or practices can establish an implied contract regarding employment decisions or conditions. This policy serves to confirm your understanding of the nature of the employment relationship between you and FRCS, emphasizing the mutual flexibility and obligations inherent in this arrangement.

Job Opportunities & Stipend

FRCS is dedicated to hiring and retaining the most qualified candidates for all open positions. All job vacancies, including those with stipends, will be posted and filled on an annual basis for a specific stipend amount. Employees who wish to apply for a vacancy or request a transfer must complete an online application.

**Stipend payments will be based on an approved project or activity timeline. Payments will be made according to the terms outlined in the letter of agreement. If an employee does not meet the specified criteria, the stipend may be prorated, suspended, or recovered. If an employee leaves the School, they will receive a prorated stipend based on their termination date. Additionally, extracurricular stipends will expire at the end of the assignment period or the duration of*

Foxborough Regional Charter School Employee Handbook



the project.

Employment Applications and Resumes

FRCS requires all information provided during the hiring process, including applications and resumes, to be true and accurate. Any intentional misrepresentation or omissions may lead to exclusion from consideration or termination of employment.

90-Day Evaluation Period

The first ninety (90) days of employment are designated as an evaluation period. This time allows employees to gain a clearer understanding of their roles. To help you succeed, we may schedule a 90-day evaluation to review your progress and discuss any challenges or areas for improvement.

Employment Classifications

FRCS clarifies employment classifications to help employees understand their status and benefit eligibility. These classifications do not guarantee employment for any specific duration. Employees are classified as either members of the collective bargaining FRCSTA (Union) or Non-Aligned (Non-Union) according to state and federal wage laws following the Fair Labor Standards Act (FLSA).

FRCS employs several categories of employees:

- FRCSTA (Union)
- Non-Aligned 10-Month Employees (185 days) (Non-Union)
- Non-Aligned 10-Month Employees (195 days) (Non-Union)
- Non-Aligned 12 Month Employees (Non-Union)
- Hourly Employees (Nonexempt)
- Per-Diem Substitutes (Nonexempt)
- Long-term Substitutes (Nonexempt)
- Non-Regular Employees (Seasonal, Temporary)

Details about employment status and benefits, including paid time off, are provided in the employee's offer letter or the Handbook. Employees will be notified in writing of any classification changes.

FRCS may also hire Independent Contractors, who receive a 1099 form and are not considered employees. They have a contract for services and are not eligible for benefits.

Work Schedules

FRCSTA staff working hours are defined by the collective bargaining agreement.

- Monday, Tuesday, Thursday, and Friday: From 7:30 A.M. until at least 3:00 P.M., ensuring ample time for instruction, collaboration, and professional development.
- Wednesday: From 7:30 A.M. until at least 4:00 P.M., providing extended opportunity for meetings, planning sessions, and additional support for students. This structured schedule is designed to promote a conducive learning environment while meeting the needs of both staff and students.

Foxborough Regional Charter School Employee Handbook



Staff not covered by collective bargaining agreements should adhere to their scheduled work hours, which are Monday-Friday from 7:30 A.M. to 3:30 P.M. unless an alternative arrangement has been documented and approved by Human Resources.

For front office administrative assistants, the work hours are as follows:

- Elementary School Front Office Administrative Assistants:
 - Work Monday through Friday from 7:15 A.M. to 3:15 P.M., with a 45-minute lunch break.
- Middle and High School Front Office Administrative Assistants:
 - Work Monday through Friday from 7:15 A.M. to 3:00 P.M., with a 30-minute lunch break.

Additionally, employees may be required to work extra hours as necessary based on their position and as determined by the Principal or Supervisor.

Additional Assignments for All Staff

As a member of the FRCS community, you may be asked to participate in a limited number of activities outside of regular work hours. This involvement is essential to support the needs of our students and their families based on your position.

Examples of these activities include:

- Staff Meetings
- Faculty-Parent Meetings
- Open Houses
- School-wide or Classroom Performances
- Sporting Events
- Literacy Nights

Pay Schedule

The workweek for payroll purposes runs from midnight on Sunday to 11:59 PM on Saturday. Employees are paid semi-monthly via direct deposit, with pay reflecting completed work. If payday falls on a holiday, employees will be paid on the last business day before. FRCS does not provide advances on unearned wages or employee loans.

Mandatory Direct Deposit

As a condition of continued employment, all employees are required to participate in a direct deposit program for payroll purposes. Employee pay stubs are available online through [Employee Forward](#)

Pay Corrections

We are committed to ensuring that our employees are paid accurately. However, mistakes can happen, and when they do, it is imperative that you promptly report any discrepancies to the Payroll Team. We will take immediate action to correct any underpayments and will prioritize repayment. Additionally, it is your responsibility to report any overpayments. Failing to do so will result in disciplinary action, up to

Foxborough Regional Charter School Employee Handbook



and including termination of employment.

Salary and Wage Adjustments

Salary adjustments for employees are based on promotions, job changes, internal equity, and market analysis, considering previous experience and education.

- FRCSTA members' step increments occur automatically each year of service.
- Employees may receive increases at the discretion of the Executive Director based on the Board-approved budget.
- Employees that received a base salary adjustment in January and thereafter of the current school year are not eligible for a salary increase in the next fiscal year unless the adjustment was made to correct an erroneous or inequitable base pay and was retroactive to July 1st of the current fiscal year. All increases are subject to budget approval and final approval by the Executive Director and Director of Finance.

Break Periods

FRCS allows break time based on operational needs and Supervisor discretion. Short breaks (5-20 minutes) are paid as "hours worked." Meal breaks of 30 minutes or more are unpaid for nonexempt employees per federal law.

Overtime

Overtime compensation for nonexempt employees is provided according to state and federal laws for hours worked over 40 in a week, paid at one and a half times the regular rate. Paid time off does not count toward overtime calculation. Nonexempt employees must obtain prior authorization from their supervisor for overtime, or they may face disciplinary action. Exempt employees are not eligible for overtime pay and do not need approval for additional hours worked.

Notification & Documentation for Sick Time

If you need to call out sick, record your time in [Frontline](#) and notify your supervisor and the Substitute Coordinator **by 6:00 AM on the day of your absence**. If you miss this deadline, contact your Principal/Supervisor and email HR to arrange coverage. Advance notice is crucial for smooth operations and support for your colleagues. Per the CBA, sick leave shall be used by FRCSTA members in minimum increments of ½ workday, and medical documentation is required for sick leave exceeding twenty-four (24) consecutive hours or three (3) consecutive days.

Attendance and Punctuality

FRCS expects all employees to arrive on time and work their scheduled hours. Employees are required to complete their contractual hours by remaining on-site until the end of the workday unless they have made prior arrangements for time off with their supervisor and have logged the time as sick leave, personal time, or vacation.



Teachers and student-facing staff must sign out at the front office when leaving the building. While running a quick errand off campus is acceptable, it should only be done during lunch breaks. Employees are not permitted to use prep periods for personal errands or offsite activities.

We understand that sometimes you may need time off due to illness or other personal reasons. If you're feeling unwell, please stay home to protect your health and the well-being of others. Good attendance is crucial for the performance of every employee and is essential for the success of our school. However, excessive unplanned absences can disrupt work, inconvenience colleagues, and negatively impact your performance, and it may lead to a conversation about attendance. Generally, excessive absenteeism is defined as three (3) or more unplanned absences. Three (3) or more consecutive sick days require a doctor's note and may also require additional medical clearance before returning to work. If a sick day is taken before or after a holiday, during the first or last week of school, or right after a performance review, a doctor's note will be required. This requirement applies only to FRCSTA members.

Teachers must keep an up-to-date substitute folder in their classroom with a class roster, schedule, seating chart (if applicable), and at least three weeks' worth of lesson plans in case of unexpected absences.

Alternative Work Arrangements

From time to time, FRCS may allow temporary work-from-home arrangements or modified schedules on a case-by-case basis, depending on the employee's role. However, **working from home is a privilege, not a right**, and approval is at the school's sole discretion. Requests may be denied without explanation. Employees in student-facing roles, such as teachers, are not eligible for remote work. Employees must submit a request to their Principal/Supervisor, detailing the need for the arrangement. Human Resources must be informed of all requests and approvals to manage coverage and update personnel files. This arrangement does not change policies on accommodations for disabilities or PFML and FMLA leave.



Section III

Leaves of Absence and Benefits

Employees covered by a collective bargaining agreement or contract may have different agreements about vacation and leave time. You must consult your collective bargaining agreement for information concerning specific leave policies.

Sick Time

All employees will receive paid sick time per Earn Sick Time laws as follows:

Employee Category	Total Sick Days Earned Per School Year	Accrual Rate
FRCSTA (Union) Employees For additional protection, please refer to the CBA under Articles 18 and 19.	10 days	1 day/month
10-Month Employees (185 days) or 10-Month Employees (195 days)	10 days	1 day/month
12 Month Employees	12	1 day/month
Per Diem Substitutes, Long-Term Substitutes, and Non-regular Employees (i.e., temporary and seasonal)	N/A	1 hour accrued for every 30 hours worked

Carry Forward & Pay Out

Employees hired before SY 2022-2023 can carry over all accrued sick time but will stop accruing it once they exceed 40 days. Employees hired in SY 2022-2023 or later can carry over only up to 40 hours and have a maximum accrual of 40 days. Unused sick time is not paid out upon separation.

Personal Days

Staff and Faculty are eligible for paid personal days as follows.

Employee Category*	Total Personal Days Per School Year
12-month employees	3 days (front loaded at time of hire)
10-Month Employees (185 days) or 10-Month Employees (195 days)	2 days (front loaded at time of hire)

*Employees working less than a full-time schedule will receive a prorated amount of personal time based on their regular schedule.

*After each 10 years and 20 years of service, employees earn an additional personal day.

Employees must give verbal notice to their Principal or Supervisor when requesting a personal day, along with a submission in the online portal at least two (2) days in advance. For FRCSTA members, personal leave shall not be taken on the day preceding or following a long weekend or school vacation, except in well-justified cases as determined by Human Resources. For other student-facing employees, taking personal leave is highly discouraged the day before or after a holiday or vacation.

Foxborough Regional Charter School Employee Handbook



Additionally, requesting personal time to extend an approved leave of absence is not allowed unless it meets established guidelines. Each case may be reviewed by the supervisor and Human Resources. Unused personal time will not be paid out upon separation from employment.

Paid Vacation

12-month employees accrue paid vacation, while 12-month part-time staff earn a prorated amount based on their scheduled hours. Other employee types, like 10-month employees, take vacations during school breaks. Per diem and temporary staff do not receive paid vacation.

Vacation Accrual Schedule for 12-month Employees:

Employee Category	Length of Service	Vacation Earned Per School Year	Accrual Rate
Non-Administrators (<i>typically Administrative and Operational staff</i>)	0 – 5 years	10 days	.84 days per month
	5+ years	15 days	1.25 days per month
	10+ years	20 days	1.67 days per month
Administrators (<i>typically, Directors and Principals*</i>)	N/A	20 days	1.67 days per month

Guidelines & Conditions:

- Vacation accrues per benefit year (July 1 – June 30).
- Employees on approved leave of absence may request vacation time; approval is at the Principal/Supervisor's discretion.
- Vacation requests should be submitted with as much notice as possible and require supervisor approval.
- Vacation is tracked via the payroll-managed time & attendance system.
- Vacation pay is at the base rate and does not count toward overtime for nonexempt employees.
- Upon separation from employment (voluntary or involuntary), all accrued, unused vacation is paid out.
- July 4th week: Most 12-month employees receive this week off when the building is closed unless otherwise notified.
- Principals: Typically receive December break off unless otherwise notified.
- Longevity Bonus: Non-administrators receive an additional 5 vacation days after 5 years and again at 10 years (max of 20 days per year).
- Carryover Limit: Employees may carry over up to 5 days into the next fiscal year unless they receive written approval from the Executive Director and HR. Excess vacation days will be forfeited.
- Unpaid Vacation: Only allowed in rare cases with prior written approval from HR and the Principal/Supervisor. Unauthorized unpaid time off may lead to disciplinary action.

Foxborough Regional Charter School Employee Handbook



Holidays

FRCS will publish a list of observed holidays each school year. Holidays differ from school breaks, such as spring, summer, or winter break. Certain employees may be required to work during such breaks, such as 12-month employees who work during holiday breaks in December, winter break, spring break, and summer; such employees may use accrued vacation time during school breaks. Principals will be granted December break off unless otherwise informed.

Holiday Pay Guidelines

- Regular full-time and part-time 12-month employees on FRCS's active payroll receive holiday pay only if the holiday falls on a scheduled workday.
- Other employee categories are not eligible.
- Employees on continuous leave of absence or approved intermittent leave not working on a holiday are also ineligible.
- Holiday pay does not count toward overtime hours.

Religious Observances and Accommodation

FRCS respects the religious beliefs and practices of all employees and will make available, upon request, reasonable accommodation for such observances when reasonable accommodation is available that does not create an undue hardship on the school. Employees with religious beliefs or practices that conflict with their job, work schedule, FRCS's policy or practice on dress and appearance, or with other aspects of employment may seek religious accommodation. Any requests for religious accommodation must be submitted in writing to your Principal/Supervisor. The written request must include the type of religious conflict that exists and the employee's suggested accommodation. FRCS will make efforts to accommodate these requests.

Employees may take up to 3 additional paid days off to observe religious holidays that require time off from work. Employees must request this time off at least 2 weeks in advance and submit this request in writing to your Principal/Supervisor for approval.

Bereavement Leave

Up to five (5) days of paid bereavement leave will be provided to all full-time employees in the event of the loss of a close family member or close friend to use at their discretion. Special consideration will also be given to the loss of any person whose association with the employee was similar to any of the above relationships. If an employee leaves work early on the day he or she is notified of the death, that day will not count as bereavement leave. Employees should inform their Principal/Supervisor prior to submitting their time off request into the time and attendance system and include any relevant notes for the administrator or supervisor regarding their work. The employee shall also provide the full name and city of the deceased. If an employee needs additional time off beyond 5 days, they may request accrued personal or vacation time, subject to approval. If an employee does not have any accrued time off available, the employee shall contact Human Resources to approve any unpaid time.

Foxborough Regional Charter School Employee Handbook



Paid bereavement leave will be granted according to the following schedule:

- Employees are allowed up to five consecutive days off from regularly scheduled duty with regular pay in the event of the death of the employee's spouse, domestic partner, child, Stepchild, parent, stepparent, father-in-law, mother, mother-in-law, son-in-law, daughter-in-law, brother, sister, stepbrother, stepsister, or an adult who stood in loco parentis to the employee during childhood.
- Employees are allowed up to two days off from regular scheduled duty with regular pay in the event of the death of the employee's brother-in-law, sister-in-law, aunt, uncle, grandparent, grandchild, or spouse's grandparent.
- Employees are allowed up to four hours of bereavement leave to attend the funeral of a fellow regular employee or retiree of the company, provided such absence from duty will not interfere with normal operations. Bereavement pay is calculated based on the base pay rate at the time of absence, and it will not include any special forms of compensation, such as incentives, commissions, bonuses, overtime or shift differentials.

Jury Duty

Employees are allowed time off for required jury duty; time must be submitted through [Frontline](#). Employees will receive their regular salary during this period of required service. Should an employee receive compensation from the government for such a service, he/she is responsible for reimbursing FRCS for any payment received, excluding mileage and expenses. An employee dismissed from jury duty during the workday is required to report to work for the balance of the day.

Voting Duty

FRCS encourages all employees to vote in public elections and generally provides sufficient time to do so before or after shifts. If employees lack time to vote, they should discuss it with a Principal/Supervisor. FRCS will comply with all relevant voting time laws.

Military Leave

Both state and federal law guarantee employees the right to military leave under the Uniformed Services Employment and Reemployment Rights Act (USERRA). FRCS complies with all military leave requirements per applicable laws.

Absent Without Leave (AWOL)

Any employee who is absent for three (3) consecutive business days without notifying their immediate supervisor and/or Human Resources will be considered to have voluntarily abandoned their employment with FRCS. This will be treated as a resignation of employment, and their employment may be terminated accordingly.

If extenuating circumstances prevented the employee from contacting their supervisor or Human Resources, they must provide appropriate documentation to support the absence for reconsideration.



Small Necessities Leave Act

Per MGL c. 149, § 52D, the Small Necessities Leave Act (“SNLA”) all employees will be permitted to take up to twenty-four (24) hours of unpaid leave in any twelve months for the purpose of participating directly or indirectly in school activities of a child; to accompany a child to routine medical and dental appointments; or to accompany an elderly relative to routine medical or dental appointments. Although the leave is unpaid, employees may use available vacation or sick time to compensate for the absence. SNLA Leave may be taken all at once, intermittently, or on a reduced work schedule. Employees wishing to take SNLA Leave must provide seven days' written notice to their supervisors, where possible. If seven (7) days' notice is not possible, notice must be provided as soon as practicable.

Domestic Violence Leave Act

An employee may take up to 15 days of leave, either unpaid or paid leave using their sick time or personal time, from work in any 12 months if all the following criteria are met: (i) the employee, or a family member of the employee, is a victim of abusive behavior as defined in the Law; (ii) the employee is using the leave from work to: seek or obtain medical attention, counseling, victim services or legal assistance; secure housing; obtain a protective order from a court; appear in court or before a grand jury; meet with a district attorney or other law enforcement official; or attend child custody proceedings or address other issues directly related to the abusive behavior against the employee or family member of the employee; and (iii) the employee is not the perpetrator of the abusive behavior. The accrued paid leave may be used otherwise; the leave is unpaid.

All information and documentation related to an employee's use of domestic violence leave will be kept confidential unless such disclosure is expressly required by law, requested in writing by the employee, or necessary to protect the safety of the employee or other employees. Upon return from leave, employees will be restored to their original position or an equivalent position. FRCS will not take adverse action against an employee for exercising their rights under this policy. Employees taking leave under this policy will not lose any benefits accrued prior.

Paid Family Medical Leave

Under the Massachusetts Paid Family and Medical Leave Law, (MA PFML), eligible employees are entitled to a leave of absence to care for a family member with a serious health condition, their own serious health condition, to bond with a new child, or assist with obligations that arise when a family member is called into active military service. Eligible employees receive wage replacement benefits based on the employee's earnings.

To the fullest extent allowed by applicable law, leave taken under the PFML will run concurrently with any leave—whether paid or unpaid—taken under other relevant state and federal leave laws. This includes the Family and Medical Leave Act (FMLA), the Massachusetts Paid Family Leave Act

Foxborough Regional Charter School Employee Handbook



(PFMLA), the Americans with Disabilities Act (ADA), Workers' compensation, and any leave provisions outlined in applicable collective bargaining agreements.

MA PFML benefits are administered by our disability benefits provider, [Principal](#).

Family and Medical Leave Act (FMLA)

FRCS complies with leave in accordance with the requirements of the federal FMLA.

A. Eligibility: To be eligible for FMLA leave benefits, you must:

- Have worked for FRCS for a total of at least twelve (12) months;
- Have worked at least 1,250 hours over the previous twelve (12) months as of the start of the leave; and
- Work at a location where at least fifty (50) employees are employed by FRCS within seventy- five (75) miles, as of the date the leave is requested.

B. Reasons for Leave: FMLA leave is allowed for various reasons. FMLA leave may be used for one of the following reasons, in addition to any reason covered by an applicable state family/medical leave law:

- The birth, adoption, or foster care of an employee's child within twelve (12) months following birth or placement of the child ("Bonding Leave");
- To care for an immediate family member (spouse, child, or parent with a serious health condition) ("Family Care Leave");
- An employee's inability to work because of a serious health condition ("Serious Health Condition Leave");
- A "qualifying exigency," as defined under the FMLA, arising from a spouse's, child's, or parent's "Covered Active Duty" (as defined below) as a member of the military reserves, National Guard, or armed forces ("Military Emergency Leave"); or
- To care for a spouse, child, parent, or next of kin (nearest blood relative) who is a "Covered Servicemember," as defined below ("Military Caregiver Leave").

C. Definitions

- **"Child,"** for purposes of Bonding Leave and Family Care Leave, means a biological, adopted, or foster child; stepchild; legal ward; or a child of a person standing in loco parentis, who is either under age 18, or age 18 or older and incapable of self-care because of a mental or physical disability at the time that the Family and Medical Leave is to commence. "Child," for purposes of Military Emergency Leave and Military Caregiver Leave, means a biological, adopted, or foster child; stepchild; legal ward; or a child for whom the person stood in loco parentis, and who is of any age.
- **"Parent,"** for purposes of this policy, means a biological, adoptive, step, or foster father or mother,

Foxborough Regional Charter School Employee Handbook



or any other individual who stood in loco parentis to the person. This term does not include parents “in law.” For Military Emergency Leave taken to provide care to a parent of a military member, the parent must be incapable of self-care, as defined by the FMLA.

- **“Covered Active Duty”** means (1) in the case of a member of a regular component of the armed forces, duty during the deployment of the member with the armed forces to a foreign country, and (2) in the case of a member of a reserve component of the armed forces, duty during the deployment of the member with the armed forces to a foreign country under a call or order to active duty (or notification of an impending call or order to active duty) in support of a contingency operation as defined by applicable law.
- **“Covered Servicemember”** means (1) a member of the armed forces, including a member of a reserve component of the armed forces, who is undergoing medical treatment, recuperation, or therapy; is otherwise in outpatient status; or is otherwise on the temporary disability retired list, for a serious injury or illness incurred or aggravated in the line of duty while on active duty that may render the individual medically unfit to perform their military duties, or (2) a person who, during the five (5) years prior to the treatment necessitating the leave, served in the active military, Naval, or Air Service, and who was discharged or released therefrom under conditions other than dishonorable (a “veteran” as defined by the Department of Veteran Affairs), and who has a qualifying injury or illness incurred or aggravated in the line of duty while on active duty that manifested itself before or after the member became a veteran. For purposes of determining the five (5)-year period for covered veteran status, the period between October 28, 2009, and March 8, 2013, is excluded.
- **“Spouse”** means the other person with whom an individual entered into marriage as defined or recognized under state law for purposes of marriage in the state in which the marriage was entered into, or, in the case of a marriage entered into outside of any state, if the marriage is valid in the place where entered into and could have been entered into in at least one state. This includes common-law marriage and same-sex marriage in places where these marriages are recognized.
- **“Key employee”** means a salaried FMLA-eligible employee who is among the highest paid 10 percent of all the employees employed by the employer within 75 miles of the employee's work site.

D. Length of Leave: The maximum amount of FMLA leave will be twelve (12) workweeks in any twelve (12)-month period, measured backwards from the first date when the leave is taken for: (1) Bonding Leave, (2) Family Care Leave, (3) Serious Health Condition Leave, and/or (4) Military Emergency Leave. However, if both spouses work for FRCS and are eligible for leave under this policy, the spouses will be limited to a total of 12 workweeks off between the two of them when the leave is for Bonding Leave or to care for a parent using Family Care Leave.

The maximum amount of FMLA leave for an employee wishing to take Military Caregiver Leave will be a combined leave total of twenty-six (26) workweeks in a single twelve (12)-month period.

A "single 12-month period" begins on the date of your first use of such leave and ends twelve (12) months after that date.



If both spouses work for FRCS and are eligible for leave under this policy, the spouses will be limited to a total of 26 workweeks off between the two when the leave is for Military Caregiver Leave only or is for a combination of Military Caregiver Leave, Military Emergency Leave, Bonding Leave, and/or Family Care Leave taken to care for a parent.

E. *Special Leave Requirements for Instructional Employees:* "Instructional employees" are those whose primary function is to teach and instruct students in a class, small group, or individual setting. Thus, "instructional employees" includes not only teachers in the School, but also athletic coaches, driving instructors, and special education assistants, such as signers for the hearing impaired. For "instructional employees," the following rules apply:

Regarding intermittent or reduced-schedule leave (for an employee's own serious health condition, to care for a covered servicemember, or to care for a sick family member with a serious health condition), if the medical leave is foreseeable based on planned medical treatment and the employee is scheduled to be off work more than 20% of the working days during the period of medical leave (for an instructional employee working 5 days a week, 20% would be one day), the School may require the employee to choose to take leave of a particular duration not to exceed the duration of the planned leave (the entire period of leave is counted as FMLA leave); or to temporarily transfer to another position, so long as the position has equivalent pay and benefits and is a position for which they are qualified. The position also has to better accommodate the employee's intermittent leave.

Job Restoration

- If leave is requested within the last three weeks of the end of the Academic Term for a purpose other than the instructional employee's own serious health condition, the School may require continuous leave until the end of the term if the period of leave lasts more than five working days.
- If leave within the last five weeks of the Academic Term for a purpose other than the instructional employee's own serious health condition, the School may require continuous leave until the end of the term if:
 - The period of leave is longer than two weeks; and
 - Return to work would occur within two weeks of the end of the Academic Term.
- If leave is more than five weeks prior to the end of the Academic Term, the School may require continuous leave until the end of the term if:
 - The period of leave is at least three weeks; or
 - Return to work would occur during the last three weeks of the Academic Term.

F. *Intermittent Leave for Non-Instructional Employees:* Under some circumstances, you may take FMLA leave intermittently which means taking leave in blocks of time, or by reducing your normal weekly or daily work schedule. Employees who take leave intermittently or on a reduced work schedule basis for planned medical treatment must make a reasonable effort to schedule the leave so as not to unduly disrupt FRCS's operations. Please contact Human Resources prior to scheduling planned medical treatment. If Family and Medical Leave is taken intermittently or on a reduced

Foxborough Regional Charter School Employee Handbook



schedule basis due to foreseeable planned medical treatment, FRCS may require you to transfer temporarily to an available alternative position with an equivalent pay rate and benefits, including a part-time position, to better accommodate recurring periods of leave.

When an employee who has been approved for intermittent leave seeks leave time that is unforeseeable, the employee must specifically reference either the qualifying reason for leave or the need for FMLA leave at the time they call off. As discussed more generally below, if your request for intermittent leave is approved, FRCS may later require you to obtain re-certifications of your need for leave. For example, FRCS may request recertification if it receives information that casts doubt on your report that an absence qualifies for Family Medical Leave.

To the extent required by law, some extensions to leave beyond an employee's FMLA entitlement may be granted when the leave is necessitated by an employee's work-related injury/illness, or a "disability" as defined under the Americans with Disabilities Act (ADA) and/or applicable state or local law. Certain restrictions on these benefits may apply and the employee MUST inform the School that they/they are requesting further leave time as a reasonable accommodation at least 10 days BEFORE the end of the employee's approved FMLA leave expires.

G. Notice and Certification: Bonding, Family Care, Serious Health Condition, and Military Caregiver Leave Requirements; employees are required to provide:

- When the need for the leave is foreseeable, thirty (30) days advance notice or such notice as is both possible and practical if the leave must begin in less than thirty (30) days (normally this would be the same day the employee becomes aware of the need for leave or the next business day);
- When the need for the leave is not foreseeable, notice within the time prescribed by FRCS's normal absence reporting policy, unless unusual circumstances prevent compliance, in which case notice is required as soon as is otherwise possible and practical;
- When the leave relates to medical issues, a completed *Certification of Health-Care Provider* form within fifteen (15) calendar days (for Military Caregiver Leave, an invitational travel order or invitational travel authorization may be submitted in lieu of a *Certification of Health-Care Provider* form);
- Periodic recertification (upon request); and Periodic reports during the leave.

Certification forms are available by contacting Human Resources. At FRCS's expense, the School may also require a second or third medical opinion regarding your own serious health condition or the serious health condition of your family member. In some cases, the School may require a second or third opinion regarding the injury or illness of a "Covered Servicemember." When leave is for planned medical treatment, you must try to schedule treatment so as not to unduly disrupt FRCS's operation. Such an employee may also be required to transfer to another position which better accommodates the requested duration and frequency of leave requested.

H. Recertification After Grant of Leave: In addition to the requirements listed above, if your Family and



Medical Leave is certified, FRCS may later require medical recertification in connection with an absence that you report as qualifying for Family and Medical Leave. For example, FRCS may request recertification if:

- The employee requests an extension of leave;
- The circumstances of the employee's condition as described by the previous certification change significantly (e.g., your absences deviate from the duration or frequency set forth in the previous certification, your condition becomes more severe than indicated in the original certification, or you encounter complications); or
- FRCS receives information that casts doubt upon your stated reason for the absence. In addition, FRCS may request recertification in connection with an absence after six (6) months have passed since your original certification, regardless of the estimated duration of the serious health condition necessitating the need for leave. Any recertification requested by FRCS shall be at the employee's expense.

I. Military Emergency Leave Requirements: Employees are required to provide as much advance notice as is reasonable and practicable under the circumstances; a copy of the covered military member's active-duty orders when the employee requests leave and/or documentation (such as Rest and Recuperation leave orders) issued by the military setting forth the dates of the military member's leave; and a completed *Certification of Qualifying Exigency* form within fifteen (15) calendar days, unless unusual circumstances exist to justify providing the form at a later date.

J. Failure to Provide Certification and to Return from Leave: Absent unusual circumstances, failure to comply with these notice and certification requirements may result in a delay or denial of leave. If you fail to return to work at your leave's expiration and have not obtained an approved extension of the leave from the School, FRCS may presume that you do not plan to return to work and have voluntarily terminated your employment.

K. Compensation During Leave: FMLA leave is unpaid. However, you may be eligible to receive benefits through state-sponsored or FRCS-sponsored wage-replacement benefit programs. If you are eligible to receive these benefits, you may also choose to supplement these benefits with the use of paid time off, to the extent permitted by law and FRCS policy. All such payments will be integrated so that you will receive no more than your regular compensation during this period. If you are not eligible to receive any of these wage- replacement benefits, FRCS may require you to use accrued paid time off to cover some or all the FMLA leave. The use of paid benefits will not extend the length of an FMLA leave.

L. Benefits During Leave: FRCS will continue making contributions for your group health benefits during your leave on the same terms as if you had continued to work. This means that if you want your benefits coverage to continue during your leave, you must also continue to make any premium payments that you are now required to make for yourself or your dependents. Employees taking Bonding Leave, Family Care Leave, Serious Health Condition Leave, and Military Emergency Leave

Foxborough Regional Charter School Employee Handbook



will generally be provided with group health benefits for up to twelve (12) weeks. Employees taking Military Caregiver Leave may be eligible to receive group health benefits coverage for up to a maximum of twenty-six (26) workweeks. In some instances, FRCS may recover premiums it paid to maintain health coverage if you fail to return to work following an FMLA leave.

M. Coordination with other Leaves: Leave taken under the federal Family and Medical Leave Act (FMLA) will run concurrently with leave taken under the Massachusetts Paid Family and Medical Leave (PFML) and Massachusetts Parental Leave Act (MPLA) when the leave is for the same qualifying reason.

N. Job Reinstatement: Under most circumstances, you will be reinstated to the same position held at the time of the leave or to an equivalent position with equivalent pay, benefits, and other employment terms and conditions. However, you have no greater right to reinstatement than if you had been continuously employed rather than on leave. For example, if you would have been laid off had you not gone on leave, or if your position has been eliminated during the leave, then you will not be entitled to reinstatement. Prior to being allowed to return to work, an employee wishing to return from a Serious Health Condition Leave must submit an acceptable release from a health care provider certifying that the employee can perform the essential functions of the job as those essential functions relate to the employee's serious health condition. For an employee on intermittent FMLA leave, such a release may be required if reasonable safety concerns exist regarding the employee's ability to perform their duties, based on the serious health condition for which the employee took the intermittent leave.

O. Confidentiality: Documents relating to medical certifications or recertification will be maintained separately and treated by FRCS as confidential medical records, except that in some legally recognized circumstances, the records (or information in them) may be disclosed to a Principal/Supervisor's, first aid and safety personnel, or government officials.

P. Fraudulent Use of FMLA Prohibited: An employee who fraudulently obtains or remains on FML is not protected by FMLA's job restoration or maintenance of health benefits provisions. In addition, FRCS will take all available appropriate disciplinary action against the employee due to such fraud.

Employees are not permitted to engage in outside employment, activities, or work during an FMLA leave as this is inconsistent with the purpose of the leave.

Benefit Eligibility

Employees who work 30 or more hours per week are eligible for benefits. FRCS benefits are defined by formal plan documents, including insurance contracts and summary plan descriptions. In the event of any discrepancies between this Handbook and the official plan documents, the official plan documents will take precedence.



If applicable, plan documents are available for review. FRCS and its designated benefit administrators reserve the right to determine eligibility, interpret benefits, and manage plan administration.

Workers' Compensation Insurance

FRCS is insured to provide workers' compensation coverage at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to the applicable legal requirements, workers' compensation insurance may provide wage replacement benefits after a waiting period. Employees who sustain work-related injuries or illnesses must inform their Principal/HR within 24 hours. No matter how minor an on-the-job injury may appear, it must be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.

Unemployment Insurance

FRCS complies with all local, state, and federal laws that govern the unemployment insurance program. The Unemployment Insurance Program provides unemployment benefits to eligible workers who are unemployed through no fault of their own and meet other eligibility requirements (as determined under state law). Information about this program will be provided to employees in the event of an employment separation.

Social Security and Medicare

During employment with FRCS, all employees contribute a specified percentage of their earnings and FRCS pays an equal amount for the benefits provided under the Social Security and Medicare programs. In addition to retirement benefits, the program also provides benefits for eligible employees and their dependents in the event of disability.

MTRS

All teaching and some non-teaching employees employed in a Massachusetts charter school are eligible for and required to contribute to the Massachusetts Teachers' Retirement System (MTRS) instead of contributing to Social Security. The contribution percentage is determined by MTRS and is based on when an employee first enrolled. The pension will be based on years of service and salary. Please visit [MTRS](#) for further information on this benefit.



Section IV

Code of Conduct and Ethics

Conflict of Interest Law

As an employee, you must become familiar with Chapter 268A of the Massachusetts General Laws, the Conflict-of-Interest Law. All employees of FRCS are responsible for being aware of the state's conflict of interest laws and conduct themselves in a manner that will not violate those laws. All employees are required to complete all statewide certification requirements.

Employee Conduct & Work Rules

To ensure orderly operations and provide the best possible work environment, employees are expected to follow rules of conduct that will protect the interests and safety of all employees and the school. Employees are expected to be respectful of other employees at all times while on the premises or while representing the district. Harsh language and rudeness are not acceptable. Professional and appropriate attitude and demeanor are expected at all times. It is not possible to list all the forms of behavior that are considered unacceptable in the workplace.

The following actions may result in disciplinary action, up to and including termination. This list is not exhaustive but provides examples of prohibited conduct:

- Theft, vandalism, or unauthorized possession/removal of property
- Falsification of records
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace
- Fighting or threatening violence
- Disruptive or boisterous workplace behavior
- Negligence or misconduct leading to damage of district-owned property
- Insubordination or disrespectful conduct
- Violation of safety or health rules
- Smoking in unauthorized areas
- Sexual or other unlawful harassment or discrimination
- Possession of dangerous or unauthorized materials (e.g., weapons, explosives, firearms, knives)
- Excessive absenteeism or absence without notice
- Unauthorized disclosure of confidential information
- Inappropriate language or profanity
- Violation of personnel policies
- Unsatisfactory performance or conduct
- Unexcused absenteeism or tardiness
- Negligence in the performance of duties

This list serves as a guideline and does not cover all possible infractions.

Foxborough Regional Charter School Employee Handbook



Smoke-Free Workplace

Smoking and using tobacco products, including e-cigarettes and vaporizers, are prohibited on school grounds for everyone. Violations of this policy can be reported by employees to their Principal, Supervisor, or Human Resources.

Drug and Alcohol-Free Workplace

FRCS is committed to providing a work environment free of the use of alcohol and the illegal use of drugs. Employees are expected to be in suitable condition to satisfactorily and safely. All employees are expected to conscientiously follow this policy conscientiously and demonstrate a responsible attitude toward the use of alcohol and drugs.

Being under the influence of a drug or alcohol on the job or any FRCS-sponsored functions or events in which FRCS is represented on or off-site is prohibited. Such behaviors pose serious safety and health risks to the user and to all those who work with and interact with the user.

The use, sale, purchase, transfer, or possession of an illegal drug in the workplace, and the use, possession, or being under the influence of alcohol also poses unacceptable risks for safe, healthy, and efficient operations. This includes controlled substances such as cannabis (marijuana), which is legal for adult recreational use in Massachusetts; the use of cannabis is prohibited and will be treated in the same manner as alcohol use.

FRCS strictly prohibits the use, sale, attempted sale, conveyance, distribution, manufacture, purchase, attempted purchase, possession, cultivation, and/or transfer of illegal drugs or other unlawful intoxicants at any time, and in any amount or any manner, regardless of occasion. "Illegal drugs" means all drugs whose use or possession is regulated or prohibited by federal, state, or local law. These include prescription medication that is used in a manner inconsistent with the prescription or for which the individual does not have a valid prescription. Marijuana remains illegal as a matter of federal law, and therefore, the use of marijuana and marijuana products is prohibited by this policy.

Counseling and Rehabilitation

An employee's decision to seek help voluntarily will not be used as a basis for disciplinary action, although the individual may be transferred, given work restrictions, or placed on leave, as appropriate. A request for help is considered voluntary only if it is made before the employee is asked to submit to any drug or alcohol test or is discovered to have otherwise violated this policy.

Recurring or continued problems with performance, unexcused absences---, or inappropriate workplace behavior may result in disciplinary action, including termination. This policy is not intended to restrict the immediate notification of police or other appropriate authorities when the situation demands their immediate intervention. In circumstances when a person's behavior requires that they be restrained or removed from FRCS premises, the Principal/Supervisor should contact other local authorities.



Drug & Alcohol Testing

FRCS will require an employee to undergo testing through an external agency to detect the presence of drugs or alcohol, at FRCS's expense, under the following circumstances:

- When FRCS has a reasonable suspicion that a person is under the influence of drugs or alcohol, due to the observation of the employee's behavior, odor of alcohol on the person, eyewitness report of drug or alcohol use by an individual, and/or any other indication of impaired behavior obvious to a reasonable person.
- When the employee is involved in an accident that results in bodily injury to themselves or others requiring outside medical care for anyone involved. Any employee whose acts, or failure to act, or who appears to have caused or contributed to the accident will be subject to drug and alcohol testing even if they themselves were not injured in the accident.
- As a condition of continued employment for an employee who has been found to be in violation of this policy and has agreed in writing to submit to periodic testing as a condition of continued employment under FRCS's disciplinary system.

Submitting to a drug screening, as noted above, is a condition of employment. An employee who refuses to submit to drug and alcohol testing when required to do so as noted above will be considered to have voluntarily resigned from FRCS and will be separated from employment immediately.

No Solicitation or Distribution

Employees must not solicit other employees or distribute literature or printed matter of any kind during their working hours unless authorized by the School. Solicitation does not include mere discussions without a concurrent request for action. Working hours do not include breaks or other off-duty time. Employees are also not permitted to distribute literature or printed matter of any kind at any time in the work areas of the School. People who do not work for the School are prohibited from distributing literature of any kind or soliciting to employees for any purpose at any time on School premises.

Children in the Workplace

Due to health and safety concerns, employees are discouraged from bringing children to the workplace, however, employees are welcome to have their children visit FRCS, provided that the visits are infrequent, brief, and planned in a fashion that limits disruption to the workplace. If the frequency, length, or nature of visits becomes problematic, the employee will be advised of the situation and will be expected to take corrective action.

Personal Relationships in the Workplace

The School will not take any adverse employment action against any employee for engaging in romantic relationships during non-working hours away from FRCS premises. However, we will consider such relationships when they affect an employee's job performance, occur during working time or on FRCS premises, or pose a danger of a conflict of interest.



A familial or intimate relationship among employees can create an actual, or at least potential or perceived, conflict of interest in the employment setting, especially where one relative, spouse, partner, or member of such a relationship manages another relative, spouse, partner, or member. To avoid this problem, we may refuse to hire or place a relative or other intimately associated individual in a position where the potential for favoritism or a conflict exists. For purposes of this policy, a relative is any person who is related by blood or marriage or whose relationship with the employee is similar to that of persons who are related by blood or marriage (e.g., domestic partnership or civil union status). A dating relationship is defined as a relationship that may reasonably be expected to lead to the formation of a consensual "romantic" or sexual relationship. Employees are required to disclose such relationships to Human Resources in writing immediately.

If two employees marry, become related, or enter into an intimate relationship, they may not remain in a reporting relationship or in positions where one individual may affect the compensation or other terms or conditions of employment of the other individual. In other cases where a conflict or the danger of a conflict arises, even if there is no supervisory relationship involved, the parties may be separated by reassignment or terminated from employment at the discretion of FRCS.

FRCS also discourages romantic relationships between employees and others not employed by FRCS where there is a possibility, in the sole judgment of the Executive Director, that confidential information relating to FRCS' finances, contracts, pricing, suppliers, personnel, students, or the like could be compromised. In such cases, FRCS may transfer the employee to a non-sensitive position or terminate the employee.

School employees are never permitted, under any circumstance, to engage in an intimate or romantic relationship with a student. School employees are required at all times to remain professional with students. If you become aware that a School employee is engaged in, or is attempting to engage in, an intimate relationship with a student, you must notify Human Resources immediately.

Workplace Violence Prevention

We are committed to providing a workplace free from violence and to maintaining a safe work environment. FRCS has adopted the following approaches to handle threats or acts of violence, including intimidation, bullying, physical or mental abuse, and/or coercion that involve or affect FRCS employees or that occur on FRCS's premises.

Employees must refrain from conduct that may be threatening or dangerous to others. Employees are expected to refrain from fighting, "horseplaying," or other conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from district premises without proper authorization. All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to one's Principal/Supervisor or any member of the management team.

Foxborough Regional Charter School Employee Handbook



When reporting a threat of violence, employees should be as specific and detailed as possible. All suspicious individuals or activities on or around FRCS's premises or work-site locations should also be reported as soon as possible to one's Principal/Supervisor, Human Resources, or any member of the management team. Employees should not place themselves in jeopardy or danger. An employee who sees or hears of a commotion or disturbance near their work area should not try to intercede or see what is happening but instead should immediately report the incident to any of the following: Principal/Supervisor, any member of the management team, or, if the situation calls for it, the police (911).

FRCS will immediately and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of any individual who makes a report will be fully kept confidential possible given the circumstances of each specific complaint. To maintain workplace safety and the integrity of its investigation, FRCS may suspend employees, with or without pay, pending an investigation.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that violates this Handbook will be subject to immediate disciplinary action, up to and including termination of employment. FRCS encourages employees to bring their disputes or differences with other employees to the attention of their Principal/Supervisor or an appropriate member of the management team before the situation escalates into potential violence. FRCS is eager to assist in the resolution of employee disputes and will not discipline employees for raising such concerns.

Good Faith

The initiation of a good-faith complaint of harassment or retaliation will not be grounds for disciplinary action, even if the allegations cannot be substantiated. Any individual who makes a complaint that is demonstrated to be intentionally false may be subject to discipline, up to and including termination.

Workplace Bullying

FRCS does not tolerate bullying behavior by its employees. Employees who engage in workplace bullying may be disciplined, up to and including termination of employment. Workplace bullying is the repeated use of force, threats, or coercion to abuse, intimidate, or humiliate another employee.

Bullying, as defined in M.G.L. c. 71, § 37O, is the repeated use by one or more students or a member of a school staff of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a target/victim that: (i) causes physical or emotional harm to the target/victim or damage to the target/victim's property; (ii) places the target/victim in reasonable fear of harm to himself or herself or damage to his/her property; (iii) creates a hostile environment at school for the target/victim; (iv) infringes on the rights of the target/victim at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school. For the purposes of this policy, bullying shall include cyberbullying.

Foxborough Regional Charter School Employee Handbook



Workplace bullying includes, but is not limited to, the following:

- Verbal abuse, such as the use of patently offensive, demeaning, condescending, and harmful derogatory remarks, insults, and epithets;
- Verbal or physical conduct that is threatening, intimidating, or obscene;
- Pushing, shoving, kicking, poking, tripping, assaulting, or threatening physical assault, or intentionally damaging a person's work area or property; or
- Sabotage, or deliberately subverting, obstructing, or disrupting another person's work performance.

Cyberbullying refers to bullying, as defined above, that occurs through the use of a computer, cell phone, smartphone, tablet, pager, or other device that transmits electronic information, regardless of whether the device is owned by or located at FRCS or connected to the FRCS network. Cyberbullying is also prohibited. This policy in no way prohibits employees from engaging in activities that are protected under applicable state and federal laws, which includes the right of employees to speak with others, engage in workplace debates, and protest about their terms and conditions of employment.

Reporting and Response

Employees who are subject to, or witness, workplace bullying are encouraged to notify Human Resources immediately. FRCS will promptly investigate the complaint in accordance with the FRCS Bullying Intervention Plan. FRCS will maintain confidentiality to the extent possible, consistent with its commitment to investigating the complaint promptly and thoroughly.

If the complaint is verified, FRCS will take appropriate remedial and/or disciplinary action, which may include, but is not limited to, verbal or written warnings, suspension, termination of employment, counseling, and other actions. FRCS will also report the complaint to law enforcement if appropriate. The complaining party will be advised of the results of the investigation.

Harassment and Retaliation Guideline

FRCS is committed to maintaining a school environment free from discrimination, harassment, or retaliation based on race, color, religion, ancestry, national origin, sex, sexual orientation, gender identity, age, or disability.

Harassment, discrimination, and retaliation in any form are strictly prohibited. This policy applies to all individuals, including administrators, staff, students, vendors, and others in school or at school-related events. Retaliation against anyone who reports harassment or discrimination or participates in an investigation is unlawful and will not be tolerated. Potential consequences for violations for staff found to have engaged in harassment, discrimination, or retaliation may face disciplinary action, which may include reprimand, suspension with or without pay, termination or expulsion, or other sanctions as determined by school administration under applicable procedures.

FRCS is committed to ensuring a safe, inclusive, and respectful learning environment for all.

Foxborough Regional Charter School Employee Handbook



Title IX Procedures

FRCS and all employees are required to follow all policies and procedures required by the U.S. Department of Education Final Rule under Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex in education programs or activities receiving federal financial assistance.

Allegations of conduct that could, if proven, meet the definition of sexual harassment under Title IX shall be addressed through the District's Title IX Sexual Harassment Grievance Procedure. Similarly, allegations of conduct that meet the definition of sexual harassment under Title IX and simultaneously meet the definitions of sexual harassment under Title VII of the Civil Rights Act of 1964 or M.G.L. c. 151B Unlawful Discrimination (staff), and/or M.G.L. c. 151C Fair Educational Practices (students) will also be addressed through the Title IX Sexual Harassment Grievance Procedure.

Complaint Procedure

Any student or employee who believes that he/she has been discriminated against or harassed should report their concern promptly to the Principal/Supervisor or Civil Rights Coordinator.

Any staff member who observes or receives a report of discrimination, harassment, or retaliation shall promptly notify the Principal/Supervisor or Civil Rights Coordinator, identified below. Any staff member who observes discrimination, harassment, or retaliation against a student should intervene to stop the conduct and report it to the Principal/Supervisor. Upon receipt of a report of discrimination, harassment or retaliation, the Principal/Supervisor shall promptly inform the relevant Civil Rights Coordinator of the report, and the District will respond in a manner consistent with this Procedure. If the report involves an accusation against the Principal/Supervisor or Civil Rights Coordinator, the employee shall report the incident to the Executive Director or designee.

Complaints can be made verbally or in writing to the personnel listed below:

<p>Director of Human Resources Foxborough Regional Charter School 131 Central Street Foxborough, MA 02035 508-698-7375</p>	<p>Executive Director Foxborough Regional Charter School 131 Central Street Foxborough, MA 02035 508-698-7390</p>
---	--

Employees are encouraged, but not required, to communicate to the offending person that their conduct is offensive and unwelcome. Anyone in a Leadership role who receives a complaint of harassment or retaliation must immediately report the allegation to Human Resources.

After a report is received, a thorough and objective investigation will be undertaken. Confidentiality will be maintained to the extent practical and permitted by law. Investigations will be conducted as confidentially as possible and related information will only be shared with others on a need-to-know basis. The investigation will be completed, and determination will be made and communicated to the



employee, as soon as practicable.

If a complaint of prohibited harassment or discrimination is substantiated, prompt and effective remedial action will be taken, including appropriate disciplinary action, up to and including termination of employment. If a complaint cannot be substantiated, FRCS may take appropriate action, such as additional training, to reinforce its commitment to providing a work environment free from harassment. A full list of FRCS policies is available on [our website](#)

State Agencies

The Equal Employment Opportunity Commission (EEOC) and equivalent state agencies will accept and investigate charges of unlawful discrimination and harassment at no charge to the complaining party. Employees who believe they have been harassed or discriminated against may also file a formal complaint with government agencies listed below:

The Massachusetts Commission Against Discrimination (MCAD) is the state agency responsible for handling complaints of harassment, including sexual harassment. The MCAD can be reached at the following locations:

- Boston Office: One Ashburton Place, Sixth Floor, Room 601, Boston, MA 02108, (617) 994-6000
- Springfield Office: 436 Dwight Street, Second Floor, Suite 220, Springfield, MA 01103, (413) 739-2145
- Worcester Office: 484 Main Street, Room 320, Worcester, MA 01608, (508) 453-9630

The Equal Employment Opportunity Commission (EEOC) is the federal agency that investigates harassment claims, including claims of sexual harassment. The EEOC can be reached at:

- John F. Kennedy Federal Building, 475 Government Center, Boston, MA 02203, (800) 669-4000

Complaints filed with the MCAD and the EEOC must be filed within 300 days of the incident.



Section V

Safety Procedures and Guidelines

Mandated Reporting of Suspected Abuse or Neglect

Educators play an important role in child protection. State law requires that teachers, nurses, guidance counselors, social workers, and school administrators “who, in their professional capacity, have reasonable cause to believe that a child under the age of eighteen years is suffering physical or emotional injury resulting from abuse inflicted upon them which causes harm or substantial risk of harm to the child’s health or welfare, including sexual abuse, or from neglect, including malnutrition, shall immediately report such condition to the Department of Social Services.” Mass. Gen. Laws, c. 119 51A.

Mandated reporters must report to DCF if, when acting in their professional capacities, they have reasonable cause to believe that a child is suffering certain kinds of physical or emotional injury. The kinds of physical or emotional injuries that must be reported are the result of:

- Abuse inflicted upon the child that causes harm or substantial risk of harm to the child's health or welfare, including sexual abuse;
- Neglect, including malnutrition; or
- Physical dependence upon an addictive drug at birth.

Maintaining Appropriate Boundaries with Students

All school employees are responsible for serving as role models of appropriate behavior for students and for establishing and maintaining suitable boundaries at all times. While it is important to connect with students in a meaningful and effective way, some actions will always violate healthy boundaries and appropriate adult behavior. The school trusts that its employees have the insight and expertise needed to conduct themselves in a way that is educationally sound and acceptable both within the professional community and in the larger community.

Physical Contact

What is considered appropriate physical contact can vary greatly depending on the situation. The appropriateness of such contact will depend on various factors, including the student's reaction and the responses from other adults involved.

All physical contact between employees and students must have a valid educational purpose and should aim to meet the student's needs. Except in emergencies, physical contact (including touching) is strictly prohibited. The appropriateness of physical contact will be assessed on a case-by-case basis, taking into account various factors such as intent, context, location, circumstances, age, and gender. For example, holding or comforting a student who has fallen and is crying may be appropriate, while placing a hand on a child's head to redirect their attention to the front of the room may not be.

If a child or another employee explicitly requests not to be touched, that request must be honored without

Foxborough Regional Charter School Employee Handbook



question. If no such request has been made, the following types of contact are considered appropriate: hugs given with permission to comfort an anxious or upset child.

- Pats on the shoulder or back
- Handshakes
- Light “high fives” and hand slapping
- Touching shoulders
- Touching face to check temperature, wipe away a tear, and remove hair from face or other similar types of contact for similar comfort or care purposes
- Holding hands while walking with small children or children with significant disabilities for safety
- Reasonable self-defense
- Reasonable defense of another
- Reasonable restraint of a violent person to protect others or property
- Physical contact for safety purposes to prevent harm to a child (e.g., pulling a child to safety out of the path of a moving car)

Except as discussed above, the following forms of touching are never appropriate:

- Inappropriate or lengthy embraces
- Kisses
- Corporal punishment
- Sitting students on one’s lap
- Touching buttocks, chests, or genital areas
- Pushing a person or another person’s body part (other than to prevent injury, in self-defense, defense of another person, or defense of property)
- Showing affection, especially in isolated areas
- Wrestling with students or other employees
- Bench-pressing another person
- Tickling
- Piggyback rides
- Massages
- Any form of unwanted affection or touch as described in this list
- Any form of sexual contact
- Poking fingers at another person that results in offensive contact
- Grabbing a student by their jacket, backpack, or other clothing (other than to prevent injury, in self-defense, defense of another person, or defense of property)

School Safety

FRCS is committed to the safety and health of all employees and recognizes the need to comply with regulations governing injury, accident prevention, and employee safety. Maintaining a safe work



environment requires the continuous cooperation of all employees. FRCS will maintain safety and health practices consistent with the needs of our industry. If employees are ever in doubt about how to safely perform a job, it is their responsibility to ask their Principal/Supervisor for assistance. Employees must immediately report any suspected unsafe condition and/or any injury that occurs on the job. It is the responsibility of each employee to follow the established safety regulations and procedures. Employees who violate these safety rules may be subject to disciplinary action, up to and including termination of employment.

Emergency Procedures

Any emergency, whether a natural disaster, a fire, or an injury, requires prompt action on the part of any personnel aware of the incident. Personnel must report such incidents to the proper School and local authorities. After reporting any incident, all personnel should take appropriate action focused on ensuring the safety of all people involved and be consistent with the School's Multi-Hazard Evacuation Plan. The Executive Director and the School Nurse must be notified immediately of any medical emergency, and 911 must be called immediately. All emergencies must be reported promptly on the Student Accident/Emergency Report form to the Executive Director.

Reporting Injuries and Accidents

Student Accidents & Injuries: All non-emergency student injuries, including athletic-related incidents, must be reported to the Nurse within 24 hours using the Student Accident/Emergency Report.

Vehicle-Related Accidents: Any accident involving a school vehicle (used for student transportation or school business) must be reported immediately in writing to the Director of Operations. Reports must include who was involved, what happened, where and when it occurred, and how the incident took place. If the accident involves injury or death, it must be reported immediately from the scene to the Executive Director. Drivers must comply with all motor vehicle regulations.

Faculty, Staff, and Visitor Accidents/Injuries: Any accident involving faculty, staff, visitors, or other adults, including injuries that may qualify for Workers' Compensation, must be reported both in writing and in person to Human Resources within 24 hours. Employees should contact Human Resources for proper reporting procedures.

All other injuries: Any injury, whether minor or serious and whether medical attention is required or not, must be reported to FRCS within 24 hours to help identify and correct potential safety hazards. OSHA regulations require FRCS to maintain records of all workplace illnesses and injuries. Workers' Compensation laws may require employees to report any workplace illness or injury, regardless of severity. Failure to report an injury may jeopardize an employee's eligibility for workers' compensation benefits and health coverage. Employees with questions or concerns should contact their Principal, Supervisor, or Human Resources for further guidance.

Foxborough Regional Charter School Employee Handbook



Evacuation Drills

School personnel are required by law to conduct periodic evacuation drills. All personnel will actively participate in all drills, which includes departing from buildings promptly, assisting with roll-taking procedures, and following any evacuation drill duties posted in the School and/or otherwise assigned by the School and per the Multi-Hazard Evacuation Plan. After exiting a building, all personnel should remain in a group away from roads and buildings.

Security Inspections

FRCS wishes to maintain a work environment that is free of illegal drugs, alcohol, firearms, weapons, explosives, and other improper materials. To this end, FRCS prohibits the possession, transfer, sale, or use of such materials on its premises.

Desks and other storage devices are provided for the convenience of employees but remain the sole property of FRCS. Accordingly, they, as well as any articles found within them, can be inspected by any agent or representative of FRCS at any time, either with or without prior notice. In addition, to ensure the safety and security of employees and students, we reserve the right to question and inspect or search any employee or other individual entering or leaving FRCS premises. The inspection or search may include packages or items that the individual may be carrying, including briefcases, backpacks, handbags, shopping bags, etc. These items are subject to inspection and search at any time, with or without prior notice. We also require employees to agree to reasonable inspection of their personal property and/or person while on the job or FRCS's premises. The individual may be requested to display the contents of their personal property in the presence of an FRCS representative of the same gender. FRCS will not tolerate any employee's refusal to submit to a search.

Campus Security

Many people enter the School facility for various purposes, most of them important to normal operations. All personnel are responsible for campus security and should contact persons not readily identifiable and direct them to the building Central Office if necessary. Persons with no business at the School should be asked to leave and their presence reported to the building Central Office. The Central Office should be contacted when unauthorized persons are not willing to leave the campus, or even if they do leave as consistent with the Readiness and Emergency Management Plan. The School utilizes cameras in hallways and school buses. You may be subject to video recording while on school grounds or in school buses. If at any time you do not feel safe, please contact your Principal/Supervisor or contact the Foxborough Police Department by dialing 911.

Workplace Monitoring

FRCS may conduct workplace monitoring to ensure employee and student safety. While on FRCS's premises, employees should have no expectation of privacy in their belongings or in the non-private workplace areas which include, but are not limited to, classrooms, designated parking areas, desks, computers, lockers, rest or eating areas, vehicles engaged in FRCS operations, and any personal belongings on or in any of the above. Computers furnished to employees are the property of FRCS. As



such, computer usage and files, including email usage and related files, may be monitored or accessed.

Acceptable Use Technology Agreement

FRCS recognizes the value of computers and other electronic resources to improve student learning and enhance the administration and operation of its schools. To this end, the district encourages the responsible use of computers; computer networks, including the Internet; and other electronic resources in support of the mission and goals of FRCS and its schools.

Because the Internet is an unregulated, worldwide vehicle for communication, information available to staff and students is impossible to control. FRCS adopted this policy governing the voluntary use of electronic resources and the Internet to guide individuals and groups obtaining access to these resources on FRCS-owned equipment.

District Rights and Responsibilities

It is the policy of FRCS to maintain an environment that promotes ethical and responsible conduct in all online network activities by staff and students. It shall be a violation of this policy for any employee, student, or other individual to engage in any activity that does not conform to the established purpose and general rules and policies of the network. Within this general policy, FRCS recognizes its legal and ethical obligation to protect the well-being of students in its charge. To this end, FRCS retains the following rights and recognizes the following obligations:

Disclaimer

1. FRCS cannot be held accountable for the information that is retrieved via the network.
2. Pursuant to the Electronic Communications Privacy Act of 1986 (18 USC 2510 et seq.), notice is hereby given that there are no facilities provided by this system for sending or receiving private or confidential electronic communications. System administrators have access to all mail and will monitor messages. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
3. FRCS will not be responsible for any damages you may suffer, including loss of data resulting from delays, non-deliveries, or service interruptions caused by our own negligence or your errors or omissions. Use of any information obtained is at your own risk.
4. FRCS reserves the right to change its policies and rules at any time.

To log network use and to monitor file server space utilization by users and assume no responsibility or liability for files deleted due to violation of file server space allotments.

1. To remove a user account from the network.
2. To monitor the use of online activities. This may include real-time monitoring of network activity and/or maintaining a log of Internet activity for later review.
3. To provide internal and external controls as appropriate and feasible. Such controls shall include the right to determine who will have access to FRCS-owned equipment and, specifically, to exclude those who do not abide by FRCS's acceptable use policy or other policies governing the use of

Foxborough Regional Charter School Employee Handbook



school facilities, equipment, and materials. FRCS reserves the right to restrict online destinations through software or other means.

4. To provide guidelines and make reasonable efforts to train staff and students in acceptable use and policies governing online communications.

Staff Responsibilities

1. Staff members who supervise students, control electronic equipment, or otherwise have occasion to observe student use of said equipment online shall make reasonable efforts to monitor the use of this equipment to assure that it conforms to the mission and goals of FRCS.
2. Staff should make reasonable efforts to become familiar with the Internet and its use so that effective monitoring, instruction, and assistance may be achieved.

User Responsibilities

Use of the electronic media provided by FRCS is a privilege that offers a wealth of information and resources for research. Where it is available, this resource is offered to staff, students, and other patrons at no cost. To maintain the privilege, users agree to learn and comply with all the provisions of this policy.

Acceptable Use

1. All use of the Internet must be in support of educational and research objectives consistent with the mission and objectives of FRCS. Proper codes of conduct in electronic communication must be used. In newsgroups, giving out personal information is inappropriate. When using e-mail, extreme caution must always be taken in revealing any information of a personal nature.
2. Network accounts are to be used only by the authorized owner of the account for the authorized purpose.
3. All communications and information accessible via the network should be assumed to be private property.
4. Subscriptions to mailing lists and bulletin boards must be reported to the system administrator. Prior approval for such subscriptions is required for students and staff.
5. Mailing list subscriptions will be monitored and maintained, and files will be deleted from the personal mail directories to avoid excessive use of file server hard-disk space.
6. Only operations and/or IT staff can be in direct communication with vendors for large job copiers, faxes, phones. Employees should not attempt to repair these machines on their own.
7. Exhibit exemplary behavior on the network as a representative of your school and community. Be polite!
8. From time to time, FRCS will make determinations on whether specific uses of the network are consistent with the acceptable use practice.

Unacceptable Use

1. USB and other external storage devices are strictly prohibited. If it is critical that a district-level or executive employee must access information from an external storage device while on the FRCS



network, they must obtain prior approval from the Director of IT. Abiding by this policy will increase the District's ability to prevent cyber-attacks and contamination of network.

2. Giving out personal information about another person, including home address and phone number, is strictly prohibited.
3. Any use of the network for commercial or for-profit purposes is prohibited.
4. Excessive use of the network for personal business shall be cause for disciplinary action.
5. Any use of the network for product advertisement or political lobbying is prohibited.
6. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users or misrepresent other users on the network.
7. No use of the network shall serve to disrupt the use of the network by others. Hardware and/or software shall not be destroyed, modified, or abused in any way.
8. Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
9. Hate mail, chain letters, harassment, discriminatory remarks, and other antisocial behaviors are prohibited on the network.
10. The unauthorized installation of any software, including shareware and freeware, for use on FRCS computers is prohibited.
11. Personalizing school-issued devices such as laptops/surfaces or tablets with stickers, permanent sleeves, and other such personalization is prohibited.
12. Use of the network to access or process pornographic material, inappropriate text files (as determined by the system administrator or building administrator), or files dangerous to the integrity of the local area network is prohibited.
13. FRCS' network may not be used for downloading entertainment software or other files not related to the mission and objectives of FRCS for transfer to a user's home computer, personal computer, or other media. This prohibition pertains to freeware, shareware, copyrighted commercial and non-commercial software, and all other forms of software and files not directly related to the instructional and administrative purposes of the FRCS
14. Downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner is prohibited, except that duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC).
15. Use of the network for any unlawful purpose is prohibited.
16. Use of profanity, obscenity, racist terms, or other language that may be offensive to another user is prohibited.
17. Playing games is prohibited unless specifically authorized by a teacher for instructional purposes.
18. Establishing network or Internet connections to live communications, including voice and/or video (relay chat), is prohibited unless specifically authorized by the system administrator.



Social Media

This policy is adopted by FRCS in addition to, and not as a substitute for the School District's Internet Acceptable Use Policy, which governs use of the school district's technological resources. Employees are expected to maintain the highest professional and personal standards. This would include but not be limited to communication and interactions with fellow employees, parents, and students whether in person, by phone or social media.

The School's vision and mission statements reflect the obligation of the School and its personnel to promote positive ethical, moral, and civic values to its students. It is the expectation of FRCS faculty and staff to realize their responsibility to serve as role models in the classroom and community and as such are held to high standards for their public behavior and online activities. In recognition of the importance of maintaining proper decorum and appropriate communication in the online, digital world as well as in person, employees must conduct themselves in ways that do not disrupt or interfere with the educational process.

Expectations for Use of Professional Social Media

Employees may maintain professional social media accounts for educational purposes and/or for the purpose of communicating about school and District- related activities, as well as professional educator learning. The District reserves the right to monitor all content on professional social media accounts and to remove any inappropriate material.

Employees shall not post items with obscene, vulgar, sexually suggestive, or explicit content; with false or defamatory information about the District, its employees or others who have a relationship to the District; which exhibit or advocate the use of drugs or alcohol; or which harass, threaten, demean, defame, bully, haze or otherwise violate the District's discrimination and/or harassment policies. Employees shall not post examples of inappropriate behavior, even as behavior to avoid. **If a staff member sees an example of an inappropriate social media accounts belonging to a member of the school community, it is his or her responsibility to share the information with Human Resources immediately and not to share the information or content with other staff members.**

Employees who manage professional social media accounts on behalf of the district, school, or school group must share administrative privileges and passwords with an administrator/additional administrator. For security purposes, employees shall not otherwise share administrative privileges or passwords unless authorized by an appropriate administrator.

Expectations for Use of Personal Social Media

District employees are free to express themselves as private citizens on social media sites and pages to the degree that their speech does not violate state or federal law or District policies.

FRCS understands that some employees may maintain personal web pages, blogs, or social media



accounts outside of work. An employee must understand that their personal web page, blog, or social media account may impact FRCS. Readers may not always understand that communications on such pages contain your own personal views and not the views of FRCS. It is imperative that one person speaks for FRCS to deliver an appropriate message and to avoid giving misinformation in the media. Unless authorized by the school's administration to do so, when interacting on social media, websites, or blogs, you are prohibited from speaking on behalf of FRCS or in a manner that could reasonably be interpreted as implying you speak for FRCS.

You should be respectful of fellow employees, students, and parents. Harassing comments, obscenities or similar conduct that would violate FRCS policy, or be deemed harassment or discrimination in any form, will not be tolerated. Additionally, you are prohibited from making any communications about FRCS that are intentionally or maliciously false, knowingly misleading or that disrupt or undermine FRCS' goals.

Employees should maintain separate personal social media accounts if they wish to post appropriate personal information, including information relating to out-of-school activities or political activities beyond those used for related classroom purposes.

Contact with Students and Parents and Content of Social Media Posts

The District expects employees to maintain clear boundaries between their personal and professional lives. Employees shall not post personal information or student information, including photographs of students, student work, discussions about students, or other information that could be considered part of a student record, to personal social media accounts. All contact between Faculty and Students and/or parents must remain respectful, professional, to the point, unambiguous.

Employees shall not engage in improper fraternization with students or parents using social media or other electronic means, including:

1. Employees may not "friend", "follow", "like", or use any similar method to link themselves with their current classroom students and parents or their content on social media, which include but not are not limited to Facebook, Twitter, Instagram, Snap Chat, text, and other applications.
2. All electronic contact with students and parents should be through school-sanctioned modes of communication, except in emergencies.
3. Electronic contact with parents/guardians related to a student's academics or other school-related matters shall be through school sanctioned modes of communication only.

Employees shall oversee all class, team or student organization pages and shall maintain administrative access to and control of these pages.

1. All contact and messages by employees with students through social media shall be sent to all members of the group (e.g., class, team, student organization).
2. Employees shall not use the private message feature of social media to contact students.
3. Employees shall not give their private cell phone or home telephone number to students without prior approval of the Principal or District.



4. Inappropriate contact via phone or electronic means is prohibited.

Public Records Law

In light of these obligations, employees should be mindful that any online post should be presumed public, permanent, and beyond the sender's control. Presume that anyone may have access to and use of an Employee's online statements for an indefinite amount of time. Once it is placed on the internet, it can be copied, forwarded, and the person who creates or posts it could be subpoenaed. Assume that anyone who posts material will likely have no control over a post's ultimate use or dissemination.

Employees are reminded that social media content is subject to electronic records requirements. Content shared on the District's public facing social media platforms may be subject to the Massachusetts Public Records Law.

The Administration shall annually remind employees and orient new employees concerning this policy. The orientation and reminders shall give special emphasis to the conduct expectations and prohibitions set forth below and may include examples of behaviors to avoid.

Violation of Social Media Policy

The School reserves the right to take disciplinary action, up to and including termination of employment or, against any person who engages in any online activity that violates the law, defames the School, its employees, or students, or otherwise violates FRCS' anti-discrimination or harassment policies.



Section VIII

Employee Handbook Acknowledgment Form

I acknowledge that I have received a copy of the Foxborough Regional Charter School's (FRCS) Employee Handbook, as adopted by FRCS Board of Trustees. I understand that it is my responsibility to read and comply with these policies, particularly those regarding the prohibition of sexual harassment.

The purpose of this handbook is to outline the FRCS's policies and procedures. Please note that the contents are a summary and may change without prior notice. A full list of FRCS policies is available on [our website](#). This handbook is intended for informational purposes only and should not be considered a contract of employment or a complete listing of employer policies. In the event of a discrepancy between this handbook and a collective bargaining agreement, a board-approved FRCS policy, or applicable law, the agreement, policy, or law shall take precedence. This handbook does not restrict employees' rights to voice concerns, file complaints, or participate in legal investigations.

This document supersedes all previous policies and may be revised as necessary. Any modifications will be communicated accordingly. Official amendments require written approval from Human Resources and the Executive Director.

Failure to adhere to these policies may result in disciplinary action, up to and including termination. We trust that all employees will always conduct themselves with professionalism and integrity.

I also understand that if there is a conflict between these policies and a collective bargaining agreement, the terms of the collective bargaining agreement will take precedence.

If I have any questions regarding this Employee Handbook, I may seek guidance from my supervisor or the Director of Human Resources.

Employee Name (Printed): _____

Employee Signature: _____

Date: _____

Coversheet

Finance Committee Report

Section: IV. Updates and Reports

Item: A. Finance Committee Report

Purpose: Discuss

Submitted by:

Related Material:

March 31, 2025-Financial Report - Balance Sheet (Summary).pdf

March 31, 2025-Financial Report - Budget to Actual (Comparative Summary).pdf

March 31, 2025-Financial Report - Budget to Actual (Summary).pdf

Financial Report - Balance Sheet (Summary)**Foxborough Regional Charter School****For 3/31/2025**

Run: 4/02/2025 at 5:24 AM

Page: 1

	3/31/2025	6/30/2024	Change
ASSETS			
Current Assets			
Cash - operations	11,297,443.21	14,041,484.16	(2,744,040.95)
Cash - debt service reserve	2,531,290.58	3,148,710.28	(617,419.70)
Accounts Receivable:			
Intergovernmental	0.00	542,655.92	(542,655.92)
Other	67,143.62	10,622.90	56,520.72
Prepaid Expenses	12,490.66	18,922.06	(6,431.40)
Total Current Assets	13,908,368.07	17,762,395.32	(3,854,027.25)
Capital Assets			
Right-Of-Use-Asset	324,662.00	324,662.00	0.00
Land/Building Improvements	55,911,868.63	52,753,672.81	3,158,195.82
Furniture, equipment and software	6,692,328.30	6,692,328.30	0.00
Construction in progress	0.00	1,377,511.24	(1,377,511.24)
Less: accumulated depreciation and amortization	(22,765,455.38)	(21,286,769.07)	(1,478,686.31)
Total investment in capital assets	40,163,403.55	39,861,405.28	301,998.27
Loss on defeasance (2017 bonds)	3,392,114.47	3,392,114.47	0.00
TOTAL ASSETS	57,463,886.09	61,015,915.07	(3,552,028.98)
LIABILITIES AND NET ASSETS			
Accounts Payable	487,128.74	2,103,386.34	(1,616,257.60)
Accrued expenses	108,694.17	700,007.57	(591,313.40)
Accrued compensation	153,530.47	1,652,462.36	(1,498,931.89)
Bonds payable - US Bank	0.00	0.00	0.00
Deferred income	0.00	107,242.87	(107,242.87)
Lease Liability	51,632.42	77,156.33	(25,523.91)
Total current liabilities	800,985.80	4,640,255.47	(3,839,269.67)
BONDS PAYABLE 2017B	21,540,000.00	22,260,000.00	(720,000.00)
BOND PREMIUM 2017B	2,175,370.80	2,175,370.80	0.00
Total bonds payable	23,715,370.80	24,435,370.80	(720,000.00)
LOAN PAYABLE EASTERN BANK	2,536,699.24	2,936,489.69	(399,790.45)
Total loans payable (Eastern)	2,536,699.24	2,936,489.69	(399,790.45)
Total liabilities	27,053,055.84	32,012,115.96	(4,959,060.12)
Net Assets			
Investment in capital assets	0.00	0.00	0.00
Restricted - Board Capital	7,364,392.00	5,165,006.00	2,199,386.00
Unrestricted	21,639,407.11	21,639,406.06	1.05
Net income	1,407,031.14	2,199,387.05	(792,355.91)
Total net assets	30,410,830.25	29,003,799.11	1,407,031.14
TOTAL LIABILITIES AND NET ASSETS	57,463,886.09	61,015,915.07	(3,552,028.98)

Financial Report - Budget to Actual (Comparative Summary)

Run: 4/02/2025 at 5:24 AM

Page: 1

**Foxborough Regional Charter School
For 3/31/2025**

	Budget FY2025	YTD Actual 3/31/25	Current Year Budget - Actual	Current Year % of Budget	Budget FY2024	YTD Actual 3/31/24	Prior Year Budget - Actual	Prior Year % of Budget
REVENUES								
Per Pupil Tuition	29,069,550.00	21,170,085.00	(7,899,465.00)	(72.83)	27,900,000.00	21,723,055.00	(6,176,945.00)	(77.86)
Federal Grants/Reimbursements	1,456,282.00	279,824.16	(1,176,457.84)	(19.21)	1,202,133.00	228,000.30	(974,132.70)	(18.97)
State Grants/Reimbursements	0.00	0.00	0.00	0.00	0.00	10.00	10.00	0.00
Other Grant Revenues	0.00	0.00	0.00	0.00	5,650.00	5,650.00	0.00	(100.00)
Food Service Program	1,153,000.00	620,221.31	(532,778.69)	(53.79)	650,000.00	649,481.92	(518.08)	(99.92)
Extended Day Program	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Transportation Program	690,000.00	715,526.19	25,526.19	(103.70)	690,000.00	700,729.45	10,729.45	(101.55)
Building Rental Revenue	126,000.00	43,260.00	(82,740.00)	(34.33)	60,000.00	42,000.00	(18,000.00)	(70.00)
Other Revenues	347,000.00	393,085.69	46,085.69	(113.28)	186,000.00	524,913.52	338,913.52	(282.21)
Total Revenues	32,841,832.00	23,222,002.35	(9,619,829.65)	(70.71)	30,693,783.00	23,873,840.19	(6,819,942.81)	(77.78)
EXPENSES								
Personnel								
Administration & Finance	2,004,176.00	1,425,676.12	578,499.88	71.14	1,566,202.39	1,114,939.32	451,263.07	71.19
Teaching & Learning	14,257,308.44	7,944,911.05	6,312,397.39	55.73	12,842,261.90	7,619,191.38	5,223,070.52	59.33
Student Activities	808,697.00	511,248.61	297,448.39	63.22	1,231,229.00	754,301.39	476,927.61	61.26
Operations	820,184.00	591,809.23	228,374.77	72.16	750,948.54	537,657.99	213,290.55	71.60
Grants	557,264.44	254,708.57	302,555.87	45.71	430,891.00	219,997.13	210,893.87	51.06
Subtotal Personnel	18,447,629.88	10,728,353.58	7,719,276.30	58.16	16,821,532.83	10,246,087.21	6,575,445.62	60.91
Operating Costs								
Administration & Finance	1,027,800.00	760,968.59	266,831.41	74.04	970,640.00	562,322.77	408,317.23	57.93
Teaching & Learning	732,274.56	857,880.49	(125,605.93)	117.15	723,961.59	249,000.68	474,960.91	34.39
Student Activities	3,654,284.00	2,746,719.84	907,564.16	75.16	3,574,385.00	2,536,339.85	1,038,045.15	70.96
Operations	2,567,150.00	1,796,088.57	771,061.43	69.96	2,361,151.00	1,707,584.00	653,567.00	72.32
Employee Benefits	2,533,319.00	1,793,622.95	739,696.05	70.80	2,460,076.00	1,604,157.58	855,918.42	65.21
Grants	809,017.56	241,873.75	567,143.81	29.90	681,186.00	169,390.27	511,795.73	24.87
Subtotal Operating Costs	11,323,845.12	8,197,154.19	3,126,690.93	72.39	10,771,399.59	6,828,795.15	3,942,604.44	63.40
Total Expenses	29,771,475.00	18,925,507.77	10,845,967.23	63.57	27,592,932.42	17,074,882.36	10,518,050.06	61.88
NET BUDGET FROM OPERATIONS	3,070,357.00	4,296,494.58	1,226,137.58	(139.93)	3,100,850.58	6,798,957.83	3,698,107.25	(219.26)
Capital Outlay	1,158,500.00	850,719.66	307,780.34	73.43	305,000.00	259,347.99	45,652.01	85.03
Debt Service	2,446,022.00	560,057.47	1,885,964.53	22.90	2,446,147.00	640,718.57	1,805,428.43	26.19
Depreciation	0.00	1,478,686.31	(1,478,686.31)	0.00	0.00	1,783,246.18	(1,783,246.18)	0.00
Board Capital Reserve	(1,158,500.00)	0.00	(1,158,500.00)	0.00	0.00	0.00	0.00	0.00
NET BUDGET RESERVED	624,335.00	1,407,031.14	782,696.14	(225.36)	349,703.58	4,115,645.09	3,765,941.51	(1,176.90)

Financial Report - Budget to Actual (Summary)**Foxborough Regional Charter School****For 3/31/2025**

Run: 4/02/2025 at 5:24 AM

Page: 1

	Budget	Actual	Budget - Actual	% of Budget
REVENUES				
Per Pupil Tuition	29,069,550.00	21,170,085.00	(7,899,465.00)	(72.83)
Federal Grants/Reimbursements	1,456,282.00	279,824.16	(1,176,457.84)	(19.21)
State Grants/Reimbursements	0.00	0.00	0.00	0.00
Other Grant Revenues	0.00	0.00	0.00	0.00
Food Service Program	1,153,000.00	620,221.31	(532,778.69)	(53.79)
Extended Day Program	0.00	0.00	0.00	0.00
Transportation Program	690,000.00	715,526.19	25,526.19	(103.70)
Building Rental Revenue	126,000.00	43,260.00	(82,740.00)	(34.33)
Other Revenues	347,000.00	393,085.69	46,085.69	(113.28)
Total Revenues	32,841,832.00	23,222,002.35	(9,619,829.65)	(70.71)
EXPENSES				
Personnel				
Administration & Finance	2,004,176.00	1,425,676.12	578,499.88	71.14
Teaching & Learning	14,257,308.44	7,944,911.05	6,312,397.39	55.73
Student Activities	808,697.00	511,248.61	297,448.39	63.22
Operations	820,184.00	591,809.23	228,374.77	72.16
Grants	557,264.44	254,708.57	302,555.87	45.71
Subtotal Personnel	18,447,629.88	10,728,353.58	7,719,276.30	58.16
Operating Costs				
Administration & Finance	1,027,800.00	760,968.59	266,831.41	74.04
Teaching & Learning	732,274.56	857,880.49	(125,605.93)	117.15
Student Activities	3,654,284.00	2,746,719.84	907,564.16	75.16
Operations	2,567,150.00	1,796,088.57	771,061.43	69.96
Employee Benefits	2,533,319.00	1,793,622.95	739,696.05	70.80
Grants	809,017.56	241,873.75	567,143.81	29.90
Subtotal Operating Costs	11,323,845.12	8,197,154.19	3,126,690.93	72.39
Total Expenses	29,771,475.00	18,925,507.77	10,845,967.23	63.57
NET BUDGET FROM OPERATIONS	3,070,357.00	4,296,494.58	1,226,137.58	(139.93)
Capital Outlay	1,158,500.00	850,719.66	307,780.34	73.43
Debt Service	2,446,022.00	560,057.47	1,885,964.53	22.90
Depreciation	0.00	1,478,686.31	(1,478,686.31)	0.00
Board Capital Reserve	(1,158,500.00)	0.00	(1,158,500.00)	0.00
NET BUDGET RESERVED	624,335.00	1,407,031.14	782,696.14	(225.36)

Coversheet

Governance Committee Report

Section:	IV. Updates and Reports
Item:	B. Governance Committee Report
Purpose:	Vote
Submitted by:	
Related Material:	Student Board Member Overview.pdf

Student Board Member Foxborough Regional Charter School Overview

Position Overview:

Foxborough Regional Charter School (FRCS) includes a passionate and dedicated **Student Board**

Member to serve on our Board of Trustees as a non-voting member. The Student Board Member provides valuable insight into the high school experience, and lends a student perspective on decisions and initiatives. This role is an exciting opportunity for a motivated student to contribute to the school's governance while gaining a deeper understanding of how our school operates, and the process of board governance of schools and nonprofits more generally.

Key Responsibilities:

1. Lend Insight to Leadership Reports:

- Work closely with the Executive Director to provide student-focused input into the school's leadership report.
- Share perspectives on key areas of focus for the high school community
- Present on student accomplishments and achievements as appropriate

2. Report Out on High School Events and Accomplishments:

- Act as a liaison between the student body and the Board by working closely with the Executive Director to report on recent high school events, including student activities, academic achievements, and extracurricular success.
- Highlight any accomplishments that may be important for the Board to recognize or take action on through submission to the Executive Director for inclusion in the monthly Leadership Report

3. Share Upcoming High School Activities:

- Keep the Board informed of any upcoming high school events, including sports games, club meetings, academic milestones, and other student-centered activities.

4. Collaborate with Other Board Members:

- Participate in monthly board meetings, engaging with other members and offering a student perspective on ongoing discussions.
- Attend committee meetings as appropriate to gain more insight into specific areas of the school.

5. Collect and share input from student body:

- Represent the interests of the student body and voice concerns or suggestions through monthly meetings with the Executive Director, that could enhance the school environment
- Build relationships with peers to stay connected to the issues and needs of the student body.

Qualifications:

- Currently enrolled as a high school student at Foxborough Regional Charter School (Grade 9-12).
- Strong communication skills, both verbal and written.
- Ability to collaborate with students, staff, and school leadership.
- Demonstrated interest in school governance, leadership, or advocacy.
- Responsible, dependable, and able to manage the demands of this role alongside academic responsibilities.
- An interest in contributing to positive change within the school community.

Position Duration:

The Student Board Member position is a one-year term

How to Apply:

Interested students should submit a 1 minute video, including a statement of interest explaining why they would like to serve on the Board and what they can bring to the position. Applications are due by the 2nd Tuesday in September of each year..

This is an exciting opportunity for a student to engage in meaningful work that directly impacts their school community. We look forward to hearing from motivated and committed students who want to make a difference at Foxborough Regional Charter School!

Contact Information:

For questions, please contact Toby Romer, Executive Director.