

[Para traducción al español HAGA CLIC AQUÍ](#)  
[Para tradução em português CLIQUE AQUI](#)  
[Memodiksyon Kreyòl Ayisyen KLIKE ISIT](#)

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**The Eleventh Regular Meeting of the Medford School Committee**


**June 18, 2025**

**Regular Meeting: 6:00 PM**

**Remote Only Meeting**

Please be advised that there will be a Meeting of the Medford School Committee held via remote participation only. **This meeting is being recorded.**

The meeting can be viewed live on the Medford Public Schools [YouTube channel](#) through Medford Community Media on your local cable channel (Comcast Channel 9, 8 or 22 and Verizon Channel 43, 45 or 47). Participants can log or call in by using the following:

<b>Medford Public Schools invites you to a meeting with a remote participation option.</b>		
Virtual Link	<a href="#">Zoom Link</a>	
Meeting ID	951 4852 7687	
Dial by Location	<a href="https://mps02155-org.zoom.us/j/95148527687">https://mps02155-org.zoom.us/j/95148527687</a>	

**Agenda**

- I. Roll Call for Attendance of Members and Student Representatives
- II. Salute the Flag
- III. Consent Agenda
  - Approval of Bills and Payrolls
  - Approval of Capital Purchases
  - Approval of Grants/Donations
    - Recommendation to Approve \$500 Donation to Best Buddies Program by First Baptist Church of Medford, Barbara Drauschke and member Patricia Chery
    - Recommendation to Approve Annual \$1500 Krystle Campbell Medford Strong Scholarship Award to graduation senior @ MHS
  - Approval of Field Trips

- Approval of Meeting Minutes
  - **Regular Meeting - June 9, 2025**
  - **Family Engagement & Communication Subcommittee - June 11, 2025**

IV. Report of Subcommittees

V. Report of the Superintendent

1. **Introduction of New Admin Staff; Dr. Kimberly Talbot, Assistant Superintendent of Curriculum and Instruction and Ms. Chelsea McNiff, Director of English Learners** - Dr. Suzanne B. Galusi, Interim Superintendent
2. **CCSR Annual Report** - Rich Trotta and Student Representatives
3. **Yellow Bus Transportation and Electrification Timeline - Recommendation to Approve Five Year Contract (Comprised of Three Years and 2 One Year)** - Noel Velez, Director of Finance and Brenda Pike, Planning, Development and Sustainability for the City of Medford
4. **Rate Card Early Pick Up Track for After School Program** - Dr. Suzanne B. Galusi, Interim Superintendent
5. **Water Refilling Stations** - Retta Smith, Director of Food Services

***Presentations of the Public (not to begin before 7:00 pm)***

“Regular Meetings of the School Committee include this ‘Presentations of the Public’ agenda item to give any resident the opportunity to place a presentation before the School Committee. A resident may only present once at any meeting.

These presentations are an opportunity for the public to make a presentation to the Committee but are not opportunities for dialog with the Committee. If one or more members of the Committee wishes to have a conversation about the topic presented, a member may request that the item be added to a subsequent Regular Meeting.

The details for submitting a presentation can be found within the policy BEDH, Public Comment and Presentations of the Public”

Pursuant to policy BEDH, Public Comment and Presentations of the Public - any resident in the audience may be given permission to speak once on any item on the agenda for up to three (3) minutes. The speaker is expected to keep their comments to the item on the agenda. The speaker must begin their comments by providing their full name and full Medford street address where they reside. A welcoming, inclusive community is both a value of the School Committee and an aspirational goal. We ask for your help in achieving this goal and value your perspective. Employees of the Medford Public Schools are exempt from the residency requirement of this policy. The voice of our employees is welcomed on

all matters before this body. When a non-Medford-resident employee is participating in public comment or submitting a presentation of the public they will include their home address and identify themselves as an employee of the Medford Public Schools.

## VII. Continued Business

From June 3, 2025 Special Meeting the following Recommendations to Approve:

- A. Contract for Teamsters Local 25 Administrator's
- B. Contract for MPS Budget Analyst
- C. [Increases for Non-unit Personnel](#)

## VIII. New Business

**2025-19**      **First Reading of Allergy Policy**      **Offered by Member Ruseau**

# Policy Statement

Medford Public Schools (MPS) recognize that foods and other **allergens** pose life-threatening risk to some of our students, presenting safety challenges for district programs. While the Medford Public Schools cannot guarantee an allergen-free environment, it is the policy of MPS to maintain a system-wide response plan to address **life-threatening allergic (LTA)** reactions that occur in school and protocol guidelines to:

1. Minimize the risk of allergen exposure,
2. Provide developmentally appropriate health education to students, staff, and families,
3. Respond to student needs including emergency management,
4. Ensure equity by allowing all students full access to a safe learning environment, and
5. Mitigate the social-emotional impacts on students with LTA to the extent possible.

The district recognizes that the effectiveness of the management of life-threatening allergies depends on a cooperative effort among district staff, students, and caregivers. Protocol guidelines will follow recommendations made by the Massachusetts Department of Elementary and Secondary Education (DESE), the American Academy of Pediatrics (AAP), Food Allergy Research and Education (FARE), the National Association of School Nurses (NASN), and Massachusetts Department of Public Health (MDPH), and the Centers for Disease Control (CDC).

## Life-Threatening Allergies in the School Setting

### What is an Allergy

Allergies occur when someone has, through no fault of their own, an overactive immune system that targets harmless elements of their environment. During an allergic reaction, the immune system recognizes an otherwise harmless element and releases chemical mediators. These chemical mediators trigger inflammatory reactions throughout different areas of the body.

Symptoms can happen within a few minutes or up to a few hours of being exposed to the allergen and can be seen or felt in different parts of the body. The most severe symptom, **anaphylaxis**, is life-threatening. A **biphasic reaction** can occur, known as a secondary allergic response. It is a recurrence of symptoms within 72 hours despite there being no further exposure to the allergen; this occurs because there is a continued presence of antigens in the body. In this case, a second dose of epinephrine may be needed.

Anaphylaxis is a term used to identify a collection of symptoms that affects multiple body systems, the worst being breathing difficulties and low blood pressure. **Anaphylaxis is fatal if untreated.** Anaphylactic reactions may occur immediately and/or up to a few hours following allergen exposure. It is vital to identify at-risk students, have preventative measures in place, and be prepared to manage an emergency situation. More information on anaphylaxis can be found on p. 2.

## Allergic Triggers

Things that cause an allergic reaction. Life-threatening allergies (anaphylaxis) can be triggered by:

- Latex
- Insect venom
- Medication
- Exercise
- Cold
- Food (The Top 9: milk/dairy, eggs, fish, shellfish, soy, gluten/wheat, sesame, peanuts, tree nuts)



## Anaphylaxis Symptoms

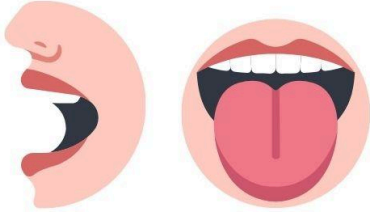
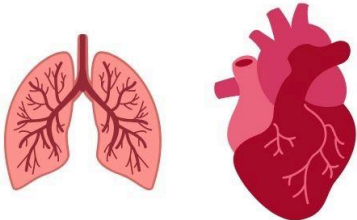


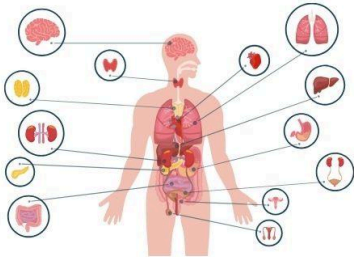
Anaphylaxis is a life-threatening medical condition occurring in people with allergies after exposure to their specific allergen(s). Anaphylaxis refers to a collection of symptoms affecting two or more body systems. These symptoms may include:

Body System	Symptoms
Skin	Hives; itching; flushed, pale skin; bluish lips and mouth area; swelling
Gastrointestinal	Vomiting; diarrhea; stomach cramps
Eyes, Nose, Throat	Red, watery eyes; change of voice; runny nose; difficulty swallowing; throat tightness or closing; itchy lips, tongue, mouth, and/or throat
Respiratory	Coughing; wheezing; difficulty breathing; shortness of breath

Body System	Symptoms
Neurological	Dizziness; change in mental status; fainting; loss of consciousness; or feeling of impending doom

Young children may not be able to convey the above symptoms, and may say things like:
<p style="text-align: center;">           It feels like something is poking my tongue            My tongue (or mouth) is tingling (or burning)            My tongue/mouth/throat/neck itches            My tongue feels like there is hair on it            My mouth feels funny            There's a frog in my throat; there's something stuck in my throat            My tongue feels full/heavy            My lips feel tight            It feels like there are bugs in there (to describe itchy ears)            It (my throat) feels thick            It feels like a bump is on the back of my tongue (throat)            It feels like there's something stuck in my throat         </p>

The infographic below describes “Anaphylaxis: Common Symptoms” including Mouth and Throat, Heart and Lungs, Skin, Stomach, and Other.

<h1>Anaphylaxis</h1> <h2>COMMON SYMPTOMS</h2>	
	<p><b>Mouth and Throat</b></p> <ul style="list-style-type: none"> <li>Itching or swelling of lips and/or tongue</li> <li>Feeling of tightening/closing</li> <li>Hoarse voice</li> <li>Difficulty swallowing</li> <li>Throat clearing</li> </ul>
	<p><b>Heart and Lungs</b></p> <ul style="list-style-type: none"> <li>Shortness of breath</li> <li>Cough</li> <li>Wheeze</li> <li>Chest pain or tightness</li> <li>Dizziness, passing out</li> <li>Weak Pulse</li> </ul>
	<p><b>Skin</b></p> <ul style="list-style-type: none"> <li>Itching</li> <li>Hives</li> <li>Redness</li> <li>Swelling</li> </ul>
	<p><b>Stomach</b></p> <ul style="list-style-type: none"> <li>Vomiting</li> <li>Upset stomach</li> <li>Diarrhea</li> <li>Cramps</li> </ul>
	<p><b>Other</b></p> <ul style="list-style-type: none"> <li>Headache</li> <li>Itchy/watery eyes</li> <li>Nasal congestion</li> <li>Feeling of impending doom</li> </ul>

# Considerations When Working With Students and Caregivers

According to the Centers for Disease Control and Prevention, “Food allergies are a growing food safety and public health concern that affect an estimated 8% of children in the United States. That’s 1 in 13 children, or about 2 students per classroom” (CDC, 2022). There is no cure for food allergies, and strict avoidance of the known allergy is the first line of defense. Ensuring that daily awareness and management of allergies in the school setting is upheld will create and maintain a safe educational environment for all MPS students.

Studies have also shown that having food allergies significantly affects the psychological well-being of children and their caregivers. Children with allergies may experience fear of a life-threatening allergic reaction or be worried that they are a burden to others because of their allergies. These fears may lead them to limit social and daily activities. They may also face the emotional burden of teasing, social isolation, taunting, harassment, or bullying by peers, teachers, or other adults. Some caregivers may be fearful of a life-threatening allergic reaction, and they work hard to find the balance between what is safe and what is normal when meeting the needs of their child with food allergies.

## Allergy Bullying

All threats or harassment of students with food allergies will be taken very seriously and will be dealt with in accordance with appropriate Medford Public Schools student discipline policies.

## Universal Life-Threatening Allergy Precautions

- Wash hands with soap before and after preparing, serving, or eating meals or snacks to avoid food allergen cross-contact.
  - **Hand sanitizer does not remove food allergens and is not an alternative to handwashing.**
- Clean surfaces before and after meals to avoid food allergen cross-contact.
- Discourage food sharing of food items among students.
- Encourage the use of non-food incentives/rewards and classroom celebrations.
- Make learning areas food-free zones when possible.

## Allergy Medication in the School Setting

Epinephrine Auto-Injectors: Massachusetts Department of Public Health Regulations governing the Administration of Prescription Medications in Public and Private Schools 105 C.M.R. 210.100(A)(4) and (A)(4)(c)(iv) authorize school personnel who are trained and assessed for competency to administer epinephrine via auto-injector (i.e. EpiPen®, Auvi-Q®, Adrenaclick®, etc) to individuals with previously diagnosed life-threatening allergies who are experiencing a suspected anaphylactic event. School districts must be registered with the Massachusetts Department of Public Health for this purpose.

Epinephrine Nasal Spray: Massachusetts Department of Public Health Regulations governing the Administration of Prescription Medications in Public and Private Schools 105 C.M.R. 210.100(A)(4) and

(A)(4)(c)(iv) authorize school personnel who are trained and assessed for competency to administer epinephrine nasal spray (i.e. Neffy®) to individuals with previously diagnosed life-threatening allergies who are experiencing a suspected anaphylactic event. School districts must be registered with the Massachusetts Department of Public Health for this purpose.

Diphenhydramine (Benadryl®): Unlicensed staff, (as described above) according to 105 C.M.R. 210.105 may not administer Benadryl® as a first line intervention, due to the rapid and unpredictable sequence of events during an anaphylactic reaction.

Cetirizine (Zyrtec®): Unlicensed staff, (as described above) according to 105 C.M.R. 210.105 may not administer Zyrtec® as a first line intervention, due to the rapid and unpredictable sequence of events during an anaphylactic reaction.

## Responsibilities Within the Medford Public Schools

Under the direction of the Superintendent of Schools and Director of Health Services

### School Administration Responsibilities

#### District Administrators

- Complete training once a year in order to: recognize symptoms of allergic reaction, understand their role as a responder in the event of an allergic reaction, and demonstrate appropriate use of epinephrine
- Establish, review, and uphold the Management of Life Threatening Allergies Policy to include risk reduction of life-threatening allergies, emergency response planning and procedures, and outline responsibilities of all stakeholders
- Maintain appropriate school nurse staffing with ratios as recommended by the National Association of School Nurses (NASN) to ensure that there are professional, registered nurses with Department of Elementary and Secondary Education school nurse licensure to support students with life-threatening allergies and other specialized healthcare needs
- Register annually with the Massachusetts Department of Public Health to allow for school nurse delegation of **epinephrine** administration for students with known life-threatening allergies by unlicensed personnel after appropriate training and return demonstration using a training device.
- Support faculty, staff, students, and caregivers in implementing all aspects of the Management of Life Threatening Allergies Policy
- Support special training for school district stakeholders, including, but not limited to: teaching staff, food services staff, before and after school programming staff, coaches, club and activities advisors, and members of the Parent Teacher Organization/Group (PTO/PTG)
- Provide emergency communication devices (two-way radio, intercom, walkie-talkie, landline telephone) for all school activities, including during transportation, that involve a student with life-threatening allergies

## District Administrators

- Establish known contingency planning in case of substitute teachers, nurses, or food services staffing
- Register annually with the Mylan “EpiPens4Schools” program and/or similar programs to provide each school with a stock supply of:
  - Two, unexpired, EpiPen auto-injectors 0.3mg and/or intranasal epinephrine
  - Two, unexpired, EpiPen auto-injectors 0.15mg and/or intranasal epinephrine
- Ensure each school health office has a well-provisioned emergency bag that includes epinephrine to be used in case of life-threatening allergic reaction outside of the health office

## Building Administrators

- Complete training once a year in order to: recognize symptoms of allergic reaction, understand their role as a responder in the event of an allergic reaction, and demonstrate appropriate use of epinephrine
- Work with a building-based nursing team to ensure awareness of students with life-threatening allergies and student emergency action plans
- Work with students and families to establish necessary Section 504 plans for allergy accommodations
- Implement cafeteria protocols for allergy awareness in your school community and communicate plans with building-based nurses, cafeteria staff, and Director of Food Services.
- Communicate with after school club advisors, coaches, and parent teacher organizations to ensure compliance with the district policy regarding life-threatening allergies, reminding them that they are school-sponsored programs and must follow district policy
- Provide volunteers with written education on food allergy reaction prevention, recognition, and management
- Ensure all employees and school-contracted workers have received education on food allergy reaction prevention and recognition
- Plan for instances, such as field trips, before and after school, athletics and other school-sponsored events where a school nurse may not be available
- Ensure that adequate time is provided for training and education for faculty and staff regarding:
  - Awareness of signs and symptoms of anaphylaxis
  - Different types of anaphylaxis triggers (food, insect stings, medications, latex, etc.)
  - Risk reduction prevention and procedures (hand hygiene, washing surfaces with soap and water)
  - Emergency procedures
  - How to administer an epinephrine auto-injector or intranasal spray in case of emergency

## Building Administrators

- Ensure new personnel complete training in order to: recognize symptoms of allergic reaction, understand their role as a responder in the event of an allergic reaction, and demonstrate appropriate use of epinephrine
- Inform caregivers of students with food allergies about their legal right to request a 504 eligibility determination meeting
  - Contact Food Services Director to review cafeteria-related accommodations prior to parent signature
- Require prior approval for the use of food for curriculum instruction or special luncheons during the school day in collaboration with the school nursing team.
- Eliminate the use of food as a reward in any classroom, unless otherwise specified in an Individualized Education Plan (IEP) or Section 504 plan
- Require and enforce that any parties and celebrations during the school day are food-free

## School Physician Responsibilities

- Participate in the multidisciplinary team to develop and implement the Management of Life-Threatening Allergy Policy
- Oversee the management of life-threatening allergies of the student body
- Provide allergy education to staff, caregivers, students, and community members as needed
- Work with the Director of Health Services and School Nursing Team to ensure that all students with life-threatening allergies have **Individualized Health Care Plans (IHCPs)** and **Allergy Action Plans (AAPs)**
- Provide prescription and standing order for unassigned epinephrine administration by a licensed nurse in the case of anaphylaxis of an undiagnosed individual

## School Nurse Responsibilities

- Arrange to speak with the caregivers of each student with food allergies within the first week of school (or, if newly diagnosed, immediately after the diagnosis of a new life-threatening allergy) to develop and individualized health care plan (IHCP) for the student, involving the student as age and developmentally appropriate
  - During this meeting, ensure that caregivers provide appropriate prescriber order forms (signed by either a medical doctor, nurse practitioner, or physician's assistant), parent authorization forms, and unexpired epinephrine
  - Provide parent responsibility information sheet
- Create and disseminate the anaphylaxis **Allergy Action Plan (AAP)** and/or Emergency Action Plan that includes the student's name, student identification number, date of birth, photo, allergens,

symptoms of allergic reaction, risk reduction procedures, emergency procedures, location(s) of epinephrine, and required signatures

- Arrange and convene a team meeting, preferably before the opening of school, for all staff working with this student to go over the AAP
- Provide information about students with life-threatening allergies and attach their photos (if consent is given by the caregiver) to all staff (including, but not limited to, classroom aides, bus drivers, food services staff, etc.)
- Collaborate with building administrators and Director of Food Services on cafeteria protocols for allergy awareness in your school community
- Educate new personnel who work with specific student as necessary
- Conduct and track attendance of a school-wide in-service training for school staff regarding life-threatening allergens, symptoms, risk reduction procedures, emergency procedures, and how to administer epinephrine
- Document student encounters regarding life-threatening allergy case management and concerns of exposure in student-specific electronic health record system
- Check provided epinephrine monthly for expiration date and note color, clarity, and consistency of epinephrine in observation window
- Ensure all building staff know where epinephrine auto-injectors and intranasal sprays are kept
- Allow students who are deemed ready by their caregivers and health care providers to self-carry and/or self-administer epinephrine
- Store unassigned and assigned epinephrine in secure areas that are unlocked and easily accessible by staff
- Ensure stock epinephrine auto-injectors provided by the EpiPens4Schools program are kept in the nursing emergency response bag, checking expiration date and color, clarity, and consistency of epinephrine in the window remains stable
- Respond to emergencies as needed and provide immediate medical response to a suspected life-threatening allergic reaction

## Food Service Responsibilities

### Director of Food Services

- Complete training once a year in order to: recognize symptoms of allergic reaction, understand their role as a responder in the event of an allergic reaction, and demonstrate appropriate use of epinephrine
- Establish, review, and uphold the Management of Life Threatening Allergies Policy to include risk reduction of life-threatening allergies, emergency response planning and procedures, and outline responsibilities of all stakeholders
- Publish monthly school menu on school website
- Maintain current food specifications library
- Manage meal modification forms signed by approved health care provider

## Director of Food Services

- Provide information to caregivers of students with food allergies on school food service menus and ingredients as appropriate
- Consult on Individual Health Care Plans and **Section 504 plan** as appropriate in regards to food in the school environment
  - Review any cafeteria-related accommodations prior to parent signature
- Coordinate the needs of individual students with school kitchen staff regarding IHCPs, AAPs, and Section 504, as appropriate
- Ensure appropriate non-allergenic food substitutes are available according to IHCPs, AAPs, and Section 504, in consultation with school nurse
- Ensure all food service staff is able to recognize symptoms of allergic reaction and to understand their roles as a responder in the event of an allergic reaction
- Provide training for school food service staff regarding the specific food needs of students with food allergies according to the IHCPs, AAPs, and Section 504, as appropriate
- Ensure food service staff make every effort to avoid cross-contamination during handling, preparation, and serving of food
- Ensure food service staff maintain table-washing supplies that remove allergens

## Food Services Staff

- Complete training once a year in order to: recognize symptoms of allergic reaction, understand their role as a responder in the event of an allergic reaction, and demonstrate appropriate use of epinephrine
- Review student food allergies
- Implement meal modification plans when appropriate
- Receive training and use correct protocols to serve food to students with food allergies
- Make every effort to avoid cross-contamination during handling, preparation, and serving of food
- Maintain information regarding food allergies on school food service menus and ingredients as appropriate
- Maintain minimum previous 30-day physical food labels library on site
- Maintain table-washing supplies that remove allergens

## Transportation Services Responsibilities

- Complete training once a year in order to: recognize symptoms of allergic reaction, understand their role as a responder in the event of an allergic reaction, and demonstrate appropriate use of epinephrine
- Know and follow protocol for emergency response on the school bus
- Have working radio/phone access for communicating emergencies
- Contact Emergency Medical Services for suspected anaphylaxis symptoms (see p. 2-3)
- Notify school of any allergy related emergency on the bus after contacting emergency services
- Enforce no eating on the bus, unless medically indicated (i.e. for students with a medical condition)

## Classroom Teacher Responsibilities

- Complete training once a year in order to: recognize symptoms of allergic reaction, understand their role as a responder in the event of an allergic reaction, and demonstrate appropriate use of epinephrine
- Work with the school nurse and the student's caregiver to develop and implement a developmentally appropriate and student-specific plan for ensuring reasonable forms of risk reduction to limit exposure to potential allergens have been considered—including during field trips, classroom celebrations, enrichment, [arts & crafts activities](#), and cafeteria management (can be included in the AAP, IHCP, or Section 504 plans)
- Ensure students with food allergies can fully participate in classroom and school-wide activities by evaluating school materials, activities, and projects for potential food allergens and adjusting accordingly
- Remind and enforce with caregivers and students that classroom celebrations must be food-free
- Prohibit the use of food, candy, and beverages in the classroom, unless prior approval has been granted by Directors of Health Services and Food Services
  - Caregivers of students with food allergies are to be notified in advance if food is to be used for curriculum purposes
  - School nurses will be notified in advance if food is to be used for curriculum purposes to help plan allergy mitigation strategies
- Remind students consistently never to share or trade food
- Ensure student hand washing with soap and water before and after eating to avoid cross contamination
  - Hand sanitizers are not an effective means of removing allergens and should not be used for this purpose**
- Keep information for substitute teachers in an organized, prominent and accessible format
- Notify the school nurse 20 days prior to an upcoming field trip, per the MPS district Field Trip Policy, so that medication can be prepared for the field trip

## Classroom Teacher Responsibilities

- Ensure that all emergency medications are brought on the trip as well as emergency information, and is kept with the student's teacher at all times
- Place student requiring emergency medication in the classroom teacher's group so that their emergency medication is available to them at all times with an adult that's been instructed by the school nurse on appropriate administration practices (unless student is able to self-carry and self-administer)
- Caregivers of students with life threatening allergies or other specialized health care needs will be given priority and personally invited, but not required to attend, by the student's teacher to chaperone field trips with their child. If a student's caregiver is able to attend, their student may be in their group and the caregiver will carry the epinephrine
- Review and implement policies in "Use of Food in Special Education Settings" on p. 14
- At High School level, review and implement policies in Allergy Awareness in CTE Programs (Career Technical Education, see p. 14)

## Paraprofessional Responsibilities

- Complete training once a year in order to: recognize symptoms of allergic reaction, understand their role as a responder in the event of an allergic reaction, and demonstrate appropriate use epinephrine
- Prohibit the use of food, candy, and beverages in the classroom, unless prior approval has been granted by Directors of Health Services and Food Services
- Remind students consistently never to share or trade food
- Ensure student hand washing with soap and water before and after eating to avoid cross contamination.
  - Hand sanitizers are not an effective means of removing allergens and should not be used for this purpose**
- Review and implement policies in "Use of Food in Special Education Settings" on p.14

## Before and After School Staff Responsibilities

- Complete training once a year in order to: recognize symptoms of allergic reaction, understand their role as a responder in the event of an allergic reaction, and demonstrate appropriate use epinephrine
  - Before and after school staff will be delegated the responsibility of administering epinephrine to any students with a life-threatening allergy experiencing symptoms in the absence of a school nurse being present in the building
  - Per after school guidelines, review Before and After School Health & Safety Guidelines and emergency response on a quarterly basis

## Before and After School Staff Responsibilities

- Work with the school nurse and the student's caregiver to develop and implement a developmentally appropriate and student-specific plan for ensuring reasonable forms of risk reduction to limit exposure to potential allergens have been considered—including during field trips, celebrations, enrichment, arts & crafts activities, and cafeteria management (can be included in the AAP, IHCP, or Section 504 plans)
- Ensure staff are aware that student-specific epinephrine auto-injectors or intranasal sprays are kept unlocked, with student-specific identifiers to ensure easy access in case of emergency
- Prohibit the use of food in before and after school programming, unless provided by food services
  - Caregivers of students with food allergies are to be notified in advance if food is to be used during before and after school programming
- Remind students consistently never to share or trade food
- Ensure student hand washing with soap and water before and after eating to avoid cross contamination
  - Hand sanitizers are not an effective means of removing allergens and should not be used for this purpose**
- Keep information for substitute before and after school staff in an organized, prominent, and accessible format

## Club Advisor and Athletic Coach Responsibilities

- Complete training once a year in order to: recognize symptoms of allergic reaction, understand their role as a responder in the event of an allergic reaction, and demonstrate appropriate use of epinephrine
- Do not provide food (including candy and beverages) for students** unless prior approval has been granted by Directors of Health Services and Food Services
  - For athletic team dinners, provide a menu and roster of athletes to Director of Health Services for review at least one week prior to event
- Ensure students with food allergies can fully participate in club and athletic activities by evaluating materials, activities, and projects for potential food allergens and adjusting accordingly
- Remind parents and caregivers that school nurses are not available outside of school hours
- Remind students to carry their emergency medications and let the coach/advisor know where they store their medication
  - For students who are not able to self-carry, work with parents and caregivers to create a plan
- Inform parents and caregivers about any pre-approved food-related activities (e.g. team dinners or club snacks) in advance so that they can ensure safe options for their student
- Remind students never to share or trade food
- The sale of food products as a fundraiser requires prior approval from the Directors of Health and Food Services. All food products sold within 30 minutes before or after the school day must be in

## Club Advisor and Athletic Coach Responsibilities

accordance with [CMR 225.000 Nutrition Standards for Competitive Foods and Beverages in Public Schools](#). This does not apply to booster sales/concession stands and other school-sponsored fundraisers or events happening more than 30 minutes before or after the school day.

- MPS staff and MPS-sponsored programs are not responsible for implementing the Life Threatening Allergy Policy and related protocols and procedures, during school-sponsored events beyond the school day that are open to the public (e.g. school athletic contests, plays, or ceremonies)

## Parent-Teacher Organization Responsibilities

Parent-Teacher Organizations (PTOs) are school-sponsored, and therefore, legally responsible for including the whole school community. This includes students with life-threatening allergies.

- Encourage training once a year for PTO officers in order to: recognize symptoms of allergic reaction, understand their role as a responder in the event of an allergic reaction, and demonstrate appropriate use of epinephrine
- All food-related activities that take place during the school day, including 30 minutes prior to or after the school day, must be approved in advance by the Directors of Health Services and the Director Food Services and comply with [CMR 225.000 Nutrition Standards for Competitive Foods and Beverages in Public Schools](#)
- Serve only individual pre-packaged foods that are labeled with ingredients and nutrition information to students unless parents/caregivers are present
- Serve/sell only food with ingredients and nutrition information available for review
  - Require ingredient lists and nutrition information from restaurants providing food for events
  - Keep labels/ingredient lists available during program/events for parent/caregiver review
  - Make a reasonable effort to offer options free from top 9 allergens (e.g., peanuts, tree nuts) at all food-related events
  - Consider offering non-food items for sale at bake sales (e.g., small toys, school spirit items) to allow all students to participate in the fundraising aspect
- Discourage the use of candy and food-related prizes for special activities
  - Consider food allergies and dietary restrictions when selecting prize options for events
- Ensure students with food allergies can fully participate in activities by evaluating materials, activities, and projects for potential food allergens and adjusting accordingly
- Remind parents and caregivers that school nurses are not available outside of school hours
  - Effort should be made to make plans for students requiring emergency medication
- Limit fundraising activities—including but not limited to bake sales—that are conducted outside the school day to those at which only adults are allowed to purchase food products
  - Consider food allergies and dietary restrictions when selecting foods for sale

## Parent-Teacher Organization Responsibilities

- It is recommended that all food and beverage products sold at these events are purchased with food labels included, and available for the intended purchaser
- Request ingredient list for any homemade items
- Explicitly state that due to the nature of a bake sale with multiple contributors, it is impossible to guarantee that any item is entirely "nut-free" or "allergen-free," even if specific ingredients are listed as such. Cross-contamination in home kitchens is always a possibility. See [Resources](#) for a printable form.
- This includes PTO socials and events held at an off-site facility
- Clean surfaces before and after meals with soap and water and disposable cloths to avoid food allergen cross-contact. Many sanitizing cleaners do not remove allergens.
- Ensure student hand washing with soap and water before and after eating to avoid cross contamination
- Hand sanitizers are not an effective means of removing allergens and should not be used for this purpose**

## Parent, Caregiver, and Student Responsibilities

- Inform the school nurse and food services of your child's allergies prior to the opening of school or as soon as possible after diagnosis
- Arrange to meet and collaborate with the school nurse to develop an Individual Health Care Plan and/or Allergy Action Plan for the student
- Provide medical information from the child's treating physician as needed to write the Individual Health Care and/or Allergy Action Plans and to authorized the administration of prescribed medications
- Provide the school nurse with enough unexpired emergency medications. Do not separate epinephrine auto-injectors.
- Respond promptly to requests for new medications when ones on hand are expiring
  - Expired epinephrine should be replaced as soon as possible. However, expired epinephrine should not be thrown away until a replacement is on site.
- Arrange to meet with the Section 504 team to develop an accommodation plan if indicated
- Ask child's physician to complete the [Meal Modification Form](#) and return form to Director of Food Services if child will be accessing school meals
- Provide a Medical Alert ID for their child if preferred by the caregiver
- Inform the school of any changes in the child's life-threatening allergy status
  - Provide the school with the licensed provider's statement if the child no longer has allergies
- Alert school nursing team of any recent anaphylactic episodes, whether it happened while at home or during a school-based activity

## Parent, Caregiver, and Student Responsibilities

- When student is participating in after school clubs, arts, or athletics, notify advisors/coaches of the student's food allergies and create a plan
  - Notify advisors/coaches of emergency medication and where student keeps it
  - Communicate plan with child
  - Remind child that school nurses are not available after school hours
- Educate your child on the following, as appropriate for the child's age and developmental level:
  - Recognizing the first symptoms of an allergic/anaphylactic reaction
  - Knowing where the epinephrine auto-injectors or intranasal spray is/are in the school building
  - Who has access to the epinephrine and who to go to for help
  - How to administer their own epinephrine auto-injector or intranasal spray
  - How to able train others in its use
  - Communicating clearly as soon as they feel an allergic reaction starting
  - Carrying their own Epinephrine auto-injector or intranasal spray when appropriate
  - Reading food labels and not sharing snacks, lunches, or drinks
  - Washing hands with soap and water before and after handling food
  - Reporting teasing, bullying, and threats to a trusted adult
  - Taking as much responsibility as possible for their own safety
  - Alerting food services of any food allergies prior to service
  - Participating in the development of the IHCP/AAP/504, along with the school nurse and caregiver

## Department Specific Considerations

### Special Education Classroom Setting

- Food may be used as a reinforcement strategy when included in a student's Individualized Education Plan (IEP) or Behavioral Intervention Plan
  - Alternatives to food rewards should be considered first
- Written consent must be obtained for each student who will be offered a food reward, with information about known allergies and dietary restrictions
- Classroom teacher is responsible for reviewing all students' food allergies with the school nurse prior to determining food rewards
- No food may be stored, offered, or consumed in the classroom without confirming that it is safe for all students present
- Food items must be pre-packaged and labeled with ingredients

## Special Education Classroom Setting

- Food used for rewards must be stored separately from instructional materials and away from areas where allergens could cause cross-contamination
- Food rewards should be consumed in a designated area that can be cleaned with soap and water

## CTE Programs

- Staff should complete training once a year in order to: recognize symptoms of allergic reaction, understand their role as a responder in the event of an allergic reaction, and demonstrate appropriate use epinephrine
- For food-related CTE programs:
  - All ingredients should be reviewed for potential allergens. Ensure all ingredients are labeled and that students know how to read ingredient lists to avoid allergens.
  - Set up dedicated allergen-free workstations for students with specific allergies
  - Consider hands-on supervision for students with severe food allergies when handling food or equipment that may contain allergens
  - Provide accommodations for students with food allergies to complete projects or assignments that do not involve allergens
- For CTE programs that don't directly include food but may have exposure to allergens:
  - Review potential allergens (e.g. latex, scented products, or chemicals) and provide allergy-safe alternatives
- For co-op programs, ensure student's allergens are communicated with external parties and appropriate accommodations are made

## Responding To Suspected Life-Threatening Allergy Plan for School Staff

During the time that a school nurse is present in the building:

The school nurse will be the responsible party for the immediate medical response to a suspected life-threatening allergic reaction, in accordance with the student-specific IHCP and AAP

- Vital signs will be collected and a focused nursing assessment performed
- If indicated, administration of the epinephrine auto-injector or intranasal spray will be performed by the nurse or a trained school staff member and time of injection documented. Trained staff should immediately administer an epinephrine auto-injector or intranasal spray during a suspected life-threatening anaphylaxis.
- Emergency Medical Services (EMS)/911 will be activated

- If two or more nurses present: EMS should be activated while epinephrine auto-injector or intranasal spray is being administered
- If only one school nurse is present: epinephrine auto-injector or intranasal spray should be administered prior to EMS activation
- Once EMS is contacted, principal will be made aware and caregiver notification will take place either by principal or appropriate school designee
- School nurse will determine if second dose of epinephrine is indicated, if symptoms are ongoing or not improving after first dose
- Principal or appropriate school designee will meet EMS outside to escort them to the student
- Principal or appropriate school designee will identify school staff that can accompany the student in the ambulance if the caregiver is unavailable. The school nurse cannot be the accompanying party.
- Stock epinephrine can only be given to students with unknown allergens by school nurses, due to an assessment required for its administration- this plan is not intended for students with no known life-threatening allergies.
- The school nurse is responsible for filing a report of an epinephrine auto-injector or intranasal spray administration to the Department of Public Health.

During the time that a school nurse is not present in the building:

- A school staff member, trained to administer the epinephrine auto-injector or intranasal spray, will inject the individual who has a known allergen and AAP in place with the appropriately dosed epinephrine auto-injector or intranasal spray obtained from the designated storage location in the school.
- Once the epinephrine auto-injector or intranasal spray is administered, EMS should be activated.
  - Contacting 911, the following information must be provided:
    - Identify self
    - Identify school, and
    - Advise that an allergic reaction is suspected and an epinephrine auto-injector or intranasal spray has been given
- School personnel should immediately immediately notify the student's caregivers, the Director of Health Services, and the school principal after EMS has been activated
- Ensure that emergency medical response personnel who are responding to the call are met at the school entrance and are directed to the student

- School staff members may only give epinephrine to a student with known life-threatening allergies
- The school nurse is responsible for filing a report of an epinephrine auto-injector or intranasal spray administration to the Department of Public Health. The school staff that administered the epinephrine auto-injector or intranasal spray should plan to meet with the school nurse in the morning of the next scheduled school day to debrief the situation and complete the required form.

## Glossary of Terms

- **504 Plans:** plans developed by 504 coordinators, school staff, caregivers, and students that document legally binding accommodations to safely and fully include students with disabilities, including those with food allergies, in all school programs and activities
- **Allergen:** any substance that cause allergic reactions in people who have allergies to those specific substances.
- **Allergic Reaction:** An immune system response to something that the body mistakes as harmful.
- **Allergy and Anaphylaxis Emergency Plan (AAEP):** plan developed by health care providers in collaboration with students and caregivers that explains, in simple language, how school staff should respond to an allergic reaction in an individual student
- **American Academy of Pediatrics (AAP):** organization of pediatricians with the mission of ensuring optimal physical, mental, and social health of infants, children, adolescents, and young adults
- **Americans with Disabilities Act (ADA):** federal law that prohibits discrimination on the basis of disability, including food allergies
- **Anaphylaxis:** severe, life-threatening allergic reaction that can be associated with blood pressure drops, trouble breathing, rash, swelling, and vomiting; requires urgent treatment with epinephrine
- **Biphasic reaction:** Also known as secondary response. It is a recurrence of symptoms within 72 hours with no further exposure; there is a continued presence of antigens in the body.
- **Celiac Disease:** disease caused by an immune reaction to eating foods containing gluten, which is found in wheat, barley, and rye
- **Cross-contact:** accidental transfer of a food allergen from one food to a food that is meant to be allergen-free; may occur through direct contact between foods or through the use of shared utensils, cooking equipment, or prep surfaces
- **Centers for Disease Control and Prevention (CDC):** U.S. federal agency that promotes public health
- **Child Nutrition Programs:** federally funded nutrition programs run by the USDA that help ensure children, including school students, receive nutritious meals and snacks
- **Eosinophilic Esophagitis (EoE):** non-IgE-mediated food allergy in which allergen exposure leads to the buildup of immune cells in the throat, leading to inflammation and trouble swallowing, among other symptoms
- **Epinephrine:** first-line treatment for severe allergic reactions and life threatening anaphylaxis
- **Food & Drug Administration (FDA):** U.S. federal agency that regulates most foods, medical products, medical devices, and certain other products
- **Food Allergy:** immune reaction to a food that can cause serious and potentially life-threatening reactions

- **Food Intolerance:** condition caused by the inability to digest certain foods
- **Food Protein-Induced Enterocolitis Syndrome (FPIES):** non-IgE-mediated food allergy in which allergen exposure leads to vomiting, diarrhea, and dehydration
- **IgE antibody:** immune protein that causes some food allergies
- **Individualized Education Plans (IEPs):** plans developed to ensure a student with a qualifying learning disability receives necessary specialized education and services
- **Individualized Health Care Plans (IHPs):** nursing care plans developed by school nurses that ensure students' physical and mental health medical needs are being met
- **Life Threatening Allergies (LTA):** **NEED A DEFINITION**
- **Section 504:** federal law that prevents institutions that receive federal funding, including schools, from discriminating based on disabilities, including food allergies
- **Self-administer:** treat oneself with epinephrine during an allergic reaction
- **Self-carry:** when the student carries their own epinephrine device
- **Site-wide food restrictions:** policies that ban a certain food from the environment to protect students with food allergies
- **Unassigned epinephrine:** epinephrine device prescribed by a health care provider in the name of a school or school district that can be used for any person having a suspected allergic reaction
- **U.S. Department of Agriculture (USDA):** federal department responsible for regulating farming, forestry, rural development, and certain foods

# Alternatives to Site-Wide Restrictions

## Overview

- Studies show that site-wide restrictions do not reduce accidental allergen exposure (a peanut-free school, for example)
- Alternatives to site-wide restrictions include room-specific restrictions, food-free zones, enhanced supervision at mealtimes, or student buddy systems
- Individual student accommodation requirements, as recommended in a 504 plan by a licensed professional
- Methods of communicating and enforcing site-wide restrictions
- Potential psychosocial effects of site-wide restrictions
- Plans for routinely re-evaluating the relevance of restrictions or when a restriction may be removed

## Cafeteria Strategies

- Foster an inclusive environment where students feel comfortable and safe, regardless of their food allergies and dietary needs
- The presence of allergen tables or allergen-free tables is not a substitution for the universal precautions intended to mitigate exposure
- Individual schools, with parent and student input, may determine the best strategies for a particular student and their allergen
- Schools may use designated allergen tables (e.g., peanut table) or allergy-free eating areas (e.g., peanut-free tables)
  - Allergy-free tables can be complex to implement given the variety of food allergies present in the student population. The need for designated tables will be determined for each individual school in consultation with the Food Services Director/Cafeteria Manager, the school nursing team/Director of Health Services, and the school principal
  - Allergy-free tables and designated allergen tables will be created if necessary and when proper implementation and oversight can be assured
  - Details regarding appropriate oversight should be discussed and determined prior to implementation (i.e. who is responsible for checking lunches for allergens, how many spaces will be allowed at designated table/s, etc)
  - Due to the fluid nature of student demographics and food allergy prevalence, the consideration of instituting food allergy aware tables in the cafeteria should be done periodically throughout the school year, as determined by the school nursing team upon receipt of newly documented student-specific allergies
  - Consider placement of allergy-free table to avoid social isolation

## Individual Student Accommodations

- Under Section 504 of the Rehabilitation Act of 1973, students with food allergies that substantially limit one or more major life activities (e.g. eating, breathing, concentrating) are considered to have a disability and have the right to:
  - Evaluation:** Students have the right to be evaluated to determine if their food allergy qualifies as a disability under Section 504 and if they are eligible for a 504 plan.
  - A written plan:** Students may be entitled to a Section 504 plan, which is a legally binding document outlining how the school will address the student's individual needs and ensure their safety and equal participation.
  - Protection from discrimination:** Schools cannot exclude or discriminate against students with food allergies based on their disability. This includes protection from harassment or bullying due to their food allergies.
  - Reasonable accommodations:** Schools must provide reasonable accommodations to ensure students with food allergies have equal access to education and school-related activities, such as:
    - Designated eating areas
    - Clearly labeled, allergen-free food options in school cafeterias and at events
    - Prohibiting eating in classrooms or learning areas
    - Allowing students to carry and use epinephrine auto-injectors or intranasal spray, if capable, or storing them for students who are not
- Additionally, students may require an Individualized Health Care Plan (IHCP) and a Food Allergy & Anaphylaxis Emergency Care Plan.

## Resources

Family forms:

- [Meal modification form](#)
- [Parent Authorization for Prescription Medication Administration](#)
- [Prescriber order form](#)
- [Blank AAP](#)

School forms:

- [Field trip coordinator checklist](#)
- [Potential food allergens in school-related activities](#)
- [Bake sale allergy notification](#)

### Policy Information

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Legal References:

- [105 CMR 210.000](#)
- [105 CMR 225.000](#)
- [Section 504 of the Rehabilitation Act of 1973](#)

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**2025-20      *First Reading of the Field Trip Policy JJH: Offered by Member Ruseau***

**Field Trip Policy**

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Introduction

The Medford Public Schools recognizes that it is desirable and valuable, on occasion, to supplement and extend learning opportunities with voluntary and optional academic field trips, field work, and domestic and international student travel to broaden the perspectives and educational experiences of students. We encourage activities that augment classroom instruction and promote healthy social development. No field trips, academic fieldwork or student travel should be planned without first obtaining the approval of the appropriate building administrator to begin such planning. The approval process for a specific field trip shall be completed prior to promoting, advertising, or making any preparations for the trip, taking deposits from students, or engaging students in fundraising activities for the trip. Additionally, the medical needs of students should be considered in the planning process. We encourage the use of vendors who provide medical supervision and emergency care of students.

The Medford Public Schools are committed to ensuring that district field trips are accessible to all students. The policy adheres to all requirements set forth in both the Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA) of 1990.

The district has developed a set of standards for planning, organizing, and running school-sponsored trips and student travel to ensure student safety and the academic integrity of the educational program. We have used the Massachusetts Field Trip Tool Kit developed by the Essential School Health Services Evaluation Team as a guide in developing this policy. This policy applies to all domestic and international field trips.

### Definitions and Standards

1. Trips as referred to in this policy include all academic field work trips, extracurricular school field trips, and athletic or academic school trips, as defined above.
2. Academic fieldwork trips include all off-campus trips organized as part of the class curriculum. There must be pre-and post-trip instructional activities and/or assessment. Participation of all members of the class is recommended. Provisions for comparable instructional experiences during the school day must be made for students who are not on the academic field work trip.

Extracurricular school field trips are those off-campus trips that are organized by a faculty sponsor or a school-sponsored club, group, or PTO. Participation is optional and voluntary.

Athletic or academic school trips are those away competitions, games, matches, scrimmages, and training camps that are part of the academic and athletic programs of Medford Public Schools.

Domestic Overnight & international travel: When an academic field work trip, an extracurricular school field trip, or an athletic and/or academic school trip is planned which requires a student to stay overnight away from home, or which involves travel that is to occur between midnight and 6:00 a.m., the procedures for planning and approving overnight trips apply, including School Committee approval. It is understood that overnight trips include all such travel within Massachusetts, in other states, and internationally.

Chaperones: Any employee of Medford Public Schools or parent/caregiver, or any adult that attends a trip and is vested with the responsibility of monitoring student safety. A Criminal Offender Record Information (CORI) check of all chaperones must be on file in the Superintendent's Office at least seven (7) days prior to the date of the trip. International travel must be 21 days in advance. This should not be done much sooner than this in the event a chaperone has an incident between the time a CORI is completed and the trip occurs.

## General Conditions for Approval – day and overnight

The approval process for a specific field trip shall be completed prior to promoting, advertising, or making any preparations for the trip, taking deposits from students, or engaging students in fundraising activities for the trip. Only trips meeting the following conditions are permitted. The sponsoring faculty members shall ensure that:

1. Trips are appropriate for the age group involved in the activity.
2. The time out of classes, the distance and mode of travel, and the overall cost to families should be considered against the curricular or extracurricular benefit for the students involved.
3. Extracurricular school field trips which involve overnight travel should occur during non-school time if possible and in no event during the last fifteen (15) days of school.
  - a. Any travel planned during the final 15 days of school may have benefits. This should be discussed with and approved by the relevant curriculum director, principal and superintendent's designee.
4. Trips should not be scheduled during state mandated testing periods for students taking the state mandated exams.
5. Trips are planned with careful consideration of student safety which include, without limitation, an appropriate number of adult chaperones as specified in Section D of this document and confirmation that all chaperones have approved Criminal Offender Record Information (CORI) checks on file with the Superintendent's designee. Fingerprinting may be required in certain instances.
6. Students and parents, caregivers, and chaperones will receive written notice that all school expectations for student behavior, student handbook rules and regulations, Massachusetts Interscholastic Athletic Association (MIAA) rules and regulations, and trip rules regarding student conduct will always apply and be in effect for academic fieldwork trips, extracurricular school field trips, and athletic and academic school trips.
7. When school bus transportation is required, the transportation contractor used must be consistent with the district transportation contract.
  - a. Coach buses are exempt from this requirement but should be used sparingly due to increased costs.
8. Any contract with a private carrier prohibits the use of subcontractors unless approved by the Superintendent or their designee.

9. Costs associated with an optional/voluntary extracurricular school field trip will be the responsibility of the individual student/family. In rare circumstances costs or some portion thereof may be covered by the department, school, or district. Where appropriate, there may be fundraising to help reduce costs. All fundraising must be done in compliance and accordance with the district policy.
  - a. All fundraising MUST be approved by the school principal and superintendent's designee. This is inclusive of PTO fundraising. While PTO activities may be separate and distinct from the district activities they should operate in concert with the stated values of the district.
  - b. Under no circumstances should private cash transfer applications be utilized.
10. Participants in activities must always wear safety equipment, which is appropriate to the specific activity, e.g., suitable helmets for bicycle trips.
11. Trip cancellation insurance is required for multiple days out-of-state travel and international travel and must be built into the cost for all students. Families are responsible for the cost of such insurance. Families must be notified of contract provisions, including any monies that are non-refundable.
  - a. Parents must be notified of the specifics of the travel insurance policy including any deductible which cannot be refunded.
12. All chaperones on trips shall agree to adhere to the Medford Public Schools' policies and codes of conduct.
13. Whenever possible, out-of-state and international travel should have a school or district leader in attendance in the event of an emergency situation.

Should an emergency occur, the sponsoring faculty member will notify the principal and superintendent's designee. The superintendent's designee, in consultation with the Communications Director, is responsible for notifying those listed below by telephone, text, or email as soon as possible but no later than twenty-four (24) hours after the emergency occurs the following:

1. Director of Health Services, and Principal
2. The Parent/Caregiver of Record
3. Members of the School Committee

Vendors who can provide 24/7 medical coverage are preferred. If nursing or support service coverage is required, it should be calculated into the cost of the trip.

## Authority to Approve/Disapprove/Cancel

1. All school-sponsored trips must receive the approval of the Principal, School Nurse, and appropriate curriculum director when the trip is applicable to a specific content area, 20 calendar days prior to the trip.
  - a. The superintendent's designee will have final approval and will prepare presentations for school committee meetings.
2. All school-sponsored trips which involve out of state travel or domestic overnight travel must receive the prior approval of the Superintendent's designee and a vote by the Medford School Committee in a timely way.
3. All school-sponsored trips which involve international overnight travel must receive the prior approval of the Superintendent's designee and a vote by the Medford School Committee at least 6 months prior to the trip unless there are extenuating circumstances - an appeal can be made through the Superintendent's office. All such appeals should be made directly to the Superintendent of Schools following approval of the following:
  - a. Curriculum Director
  - b. Principal
  - c. Assistant Superintendent
4. Medford Public Schools, acting through the School Committee or the Superintendent, reserves the right
  - a. to cancel trips up to departure, and
  - b. to recall trips in progress, if national and/or international conditions so warrant or if security and safety concerns over which Medford Public Schools has no control render it appropriate to cancel the trip. The following criteria will be taken into consideration.
    - i. U.S. Department of State Travel Advisory;
    - ii. Homeland Security Advisory (alert status); and/or
    - iii. Declaration of War or armed conflict.
    - iv. Additionally, the critical judgment of the School Committee, with input from the Superintendent and their leadership team, principal, and faculty sponsor, will be taken into consideration.

5. While there must be adequate supervision the principal must minimize the number of teachers who will miss classes due to performing activities as chaperones.
6. Pursuant to M.G.L. Chapter 71, Section 37 N and MA Department of Elementary and Secondary Education (DESE) Regulations 603 CMR 27.00, the School Committee is responsible for approving out-of-state and/or overnight trips. However, in the event that approval is required for an academic or athletic contest, competition or tournament and the schedule is such that the contest, competition, or tournament will occur before the next regularly scheduled School Committee meeting, said approval authority is delegated to the Superintendent of Schools with email notification to The School Committee members.

### Approval Documentation

Approval of all trips which involve contractual arrangements with any third party (ies) must be obtained prior to making such arrangements. All trips must be approved in writing by the appropriate authority as specified in this policy. The initial documentation to request approval of a trip must include:

1. Proposed dates and itinerary.
2. Criteria for student eligibility.
3. Estimated number of students expected and percentage of eligible students participating.
4. The cost per student (if applicable) includes the provision for nursing or support services if necessary as well as travel insurance.
5. Mode(s) of transportation and schedule.
6. The ratio of chaperones/teachers to students for the trip. The recommended ratios for extracurricular school field trips, academic school trips, and overnight travel are as follows: HS 1:10 minimum; MS 1:10 minimum; Elementary 1:10 minimum; International 1:6 minimum).
7. Description of arrangements for meals and lodging (if applicable). Accommodation will include enough rooms so that no chaperones are roomed with students,
8. Description of security features for transportation and accommodation.
9. Means of Financing including but not limited to all fundraising activities inclusive of any fundraising conducted by a PTO or other organization outside the MPS umbrella.

10. Draft copy of all contracts (s) and copies of the travel company's insurance policy (and relevant riders), and refund policies associated with the trip.
11. Draft copy of the letters to be sent to parents and caregivers referencing the specifics of the trip including all of the above and any rules specific to the trip which are in addition to the Medford Public School student conduct policies, student handbook rules or regulations, and the Massachusetts Interscholastic Athletic Association (MIAA) rules and regulations. For international trips, the sponsoring faculty member will provide parents/caregivers with a copy of the State Department travel advisory and Homeland Security Alert Status for all countries to be visited.
12. Teachers must recognize the educational needs of those students who are not participating in a field trip and prepare relevant work during their absence from classroom teaching responsibilities.
13. A student at the high school level who will miss two or more school days for a field trip must notify each of their teachers and plan for any missed work.
14. For international trips, request a printout of the State Department Travel Advisory and Homeland Security Alert Status for all countries to be visited. Additional information may be requested by the appropriate authority prior to finalizing a decision. Should external circumstances change after the initial trip approval, detailed modifications to the relevant approval documentation (see above) will be required.

#### Fundraising and Financial Assistance

Fundraising events and activities may be planned to offset the costs for trips. Any such fundraising shall take place in accordance with the Medford Public Schools' and district policy on fundraising.

1. In planning field trips, staff members are expected to be aware of and sensitive to the cost to families. Therefore, single-day field trips will not be approved unless maximum efforts are made to assure that costs remain reasonable, and that no student is denied the opportunity to participate because of their family's inability to pay.
2. In all cases, students and their parents are responsible for the cost of multi-day and foreign field trips. All multi-day and foreign field trips are strictly voluntary. No student will receive extra credit or special grading considerations for attending or not attending a multi-day or foreign field trip.

## Student Safety and Behavior

All Medford Public Schools policies on student behavior, student handbook rules and regulations, Massachusetts Interscholastic Athletic Association (MIAA) rules and regulations, and trip rules as specified in Section B, Item f above, regarding student conduct will always apply and be in effect for trips.

1. Student safety is of the utmost concern on any field trip.
2. Special attention should be paid to any activities that include swimming, boating, fishing or any other experience that will require students to be in or near a body of water. A review of the principles of water safety should be completed prior to the start of the trip.
3. Students are prohibited from operating or being a passenger on any motorbike, scooter, or other similarly situated device during a field trip.
4. A student may not be allowed (at Principal's discretion) to participate in a field trip if said student is serving a suspension, expulsion or other form of exclusion from school due to violations of the school district's code of conduct and/or school-based rules at the time of the field trip.
  - a. Principals should carefully consider the social, emotional, and academic costs associated with denying a student the opportunity for a field trip as these experiences are seen to significantly enhance and engage the student with the curriculum. Discipline should always be carefully considered and removing a student from the experience should be a last resort.
5. If a student violates any Medford Public Schools student conduct policies, student handbook rules or regulations, MIAA rules and regulations, trip rules as specified in Section F, item 1 above, or otherwise misbehaves while on a trip, the student will be immediately suspended from the trip and sent back to school or home, if that is appropriate, practical, and can be done in a manner which protects the student's safety, by the faculty sponsor at the parent's/caregiver's expense. In addition to being sent home, the student will be subject to the consequences for the action/infraction upon their return to school as defined by the student conduct policies, student handbook rules and regulations, and MIAA rules and regulations.
6. Medford Public Schools policies on student behavior, student handbook rules and regulations, MIAA rules and regulations, and trip rules as specified in Section B, item f above, regarding student conduct will be given to chaperones. Chaperones shall agree to implement and enforce them; failure to do so will result in disqualification from acting as a chaperone for future trips.

7. Students over the age of 18 must comply with all applicable federal laws regarding travel.

### Administration of Medications

In accordance with the Medford Public Schools Procedure on Medication Administration/Delegation and MGL 105 CMR 210, the administration of medications while on a day trip is discouraged if medically feasible.

1. Scheduled medications will be delegated to the field trip coordinator for students who require medications and/or students may be given permission to self-carry by their physician, parent/caregiver, and the school nurse.
2. If a student has a medication that cannot be delegated or self-carried, the student's parent/caregiver may be asked to attend or a nurse will attend the field trip.
3. The field trip coordinator must complete medication administration training with the school nurse.
4. All school employees must also complete Allergy Awareness and Epinephrine training prior to the field trip.
5. Parents/caregivers will receive a copy of the Medford Public Schools [Medication Policies and Procedures update 5-2019.docx](#) in advance of the trip as part of the trip materials. Parents/caregivers must sign a Medication Administration Plan for the student to participate in the trip.
6. For domestic overnight and international travel, the Director of Health Services will consult with the local Board of Registration of Nursing or with the appropriate health authority for local regulations.

### Transportation, Lodging, and Scheduling

1. The use of private vans and automobiles for student travel is not permitted. Such trips will use commercial vans or motor coaches or designated school vehicles. (See Vehicle Request Form).
  - a. School vans may be available to help defray the cost.
2. With student safety and security in mind, the faculty sponsor shall ensure that the contracted travel company has an emergency evacuation plan in place should the need arise to evacuate students from their location to a secure location.

3. With student safety and security in mind, the faculty sponsor shall arrange for security personnel to be on the premises during the overnight hours when staying in a hotel, motel, guesthouse, dormitory or any other place of overnight accommodation in the parts of the world where it is possible to arrange for such security personnel to be on the premises.
4. Chaperones are prohibited from rooming with students.
  - a. Any deviation from this prohibition must be first discussed with and approved by the superintendent's designee.
5. Parents, who are also chaperones, may only share a room with their own children.
6. Whenever possible, the faculty sponsor shall avoid planning student road travel between the hours of midnight and 6 a.m., due to the increased risk of vehicular accidents during this time.
7. Trip itineraries must allow sufficient time for drivers to rest in conformity with federal hours-of-service requirements and common sense. If a planned trip exceeds ten (10) consecutive hours of driving, a second driver must be utilized or the driver must be off duty for eight (8) consecutive hours before driving again.

#### Permission, Consent, and Release Forms

1. A condition of participation in any trip is execution of an agreement by the participant and by their parent/legal guardian to hold Medford Public Schools harmless and to indemnify Medford Public Schools for any and all claims, liabilities, damages, losses, or other harm resulting from the trip, from activities associated with the trip, from the actions of third persons, or from the participant's own actions. Such agreement must also hold harmless and indemnify Medford Public Schools from all claims, liabilities, damages, losses or other harm resulting from cancellation of a trip at any time. For purposes of this Section I "Medford Public Schools" shall include Medford Public Schools, the Medford School Committee, the City of Medford, and their members, officers, officials, employees, agents, insurers, and representatives. Accordingly, every student who intends to participate in a trip must submit a properly completed and signed Parent/Caregiver Permission Form and Release from Liability form. This consent /release form must be signed by the student (if of the age 18 or over) and in any event by the student's parent or legal guardian prior to a student taking part in any trip. No fundraising activities or other preparations for the trip may be undertaken until the completed and signed documents are obtained from every student who participates in the trip.

2. In unique circumstances, such as, but not limited to, changes in student medical, physical, and/or social-emotional status, the MPS school administration reserves the right to impose conditions for student participation in any trip to ensure student safety.
3. For athletic and/or academic teams or other extracurricular school groups that routinely travel as part of their activities, the student (if appropriate) and the student's parents/legal caregivers may submit one consent/release form to cover all events for the season.
4. All field-trip related forms will be posted to the district website. [Field Trip Forms](#)

Policy Information

First Adopted: TBD

Last Amended: original

Last Reviewed: not reviewed

Review Frequency: two (2) years

Next Review: TBD

Version: 1

Policy ID: JJH

Legal References:

M.G.L. [69:1B](#); [72:37N](#); [71:38R](#)

603 CMR [27.00](#)

*Date Submitted: June 5, 2025*

*Date Requested to be on Agenda: June 18, 2025*

**2025-21                      Policy Update: IKFC - MCAS                      Offered by Member Intoppa**

Whereas, the circumstances around how MCAS is utilized and the graduation requirements for Medford Public Schools have evolved;

Whereas now, therefore, be it

Resolved that the Medford Public Schools and Medford School Committee will remove instances of passing the MCAS being a graduation requirement within our policy bank so that they do not conflict with one another.

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IKFC - MCAS

In order to be granted a high school diploma, students must fulfill all of the local requirements and pass both the English Language Arts and Mathematics portions of the Massachusetts Comprehensive Assessment System (MCAS). All grade 10 students are required to take the MCAS. (For more information, go to [www.doe.mass.edu/mcas](http://www.doe.mass.edu/mcas).)

Certificate of Mastery

There are other incentives for students to do their best on the MCAS test. Recipients who

earn a Certificate of Mastery and who enroll in a Massachusetts public college or university may apply for a merit-based, four-year tuition waiver from the Board of Education, a value of approximately \$700-\$1,700 per year.

To qualify as a candidate for the Certificate of Mastery, a student must score "Advanced" (260-280) on at least one grade 10 MCAS test subject, and score at least "Proficient" (240-259) on the remaining sections of the grade 10 MCAS. Applicants must be juniors or seniors, Massachusetts residents, and attending secondary school.

Students who wish to improve one or both of their MCAS scores after grade 10 in order to qualify as a candidate for the Certificate of Mastery may take the MCAS retest during their junior and year. Students should notify their guidance counselor of this interest at least one month before the Retest. (See [www.doe.mass.edu/FamComm/Student/mastery](http://www.doe.mass.edu/FamComm/Student/mastery)) for more information.

#### Criteria for Award of Certificate of Mastery

To receive the Certificate of Mastery, students must fulfill additional requirements (e.g., qualifying scores) through one of the following combinations covering both fields of arts/humanities and mathematics/science:

2 AP exams; or

2 SAT II exams or

1 AP exam and 1 SAT II exam (in. a different subject\*); or

1 AP exam and 1 other achievement; or

1 SAT II exam and 1 other achievement.

#### MCAS Performance Appeals

The Superintendent may choose to file a performance appeal for any student who has not passed one or both of the MCAS tests. The Superintendent shall include in the performance appeal evidence that the student meets the eligibility requirements for a performance appeal, by submitting documentation that the student:

has taken the grade 10 MCAS at least three times;

has on at least one attempt attained a score of at least 216 on the test(s) subject to the performance appeal;

has maintained at least a 95% attendance level (no more than nine days of absence from school in a 180-day school year) during the school year prior to and the school year of the appeal, provided that the superintendent may present evidence of extenuating circumstances such as a student's serious illness that would justify an exemption from this requirement; and

has satisfactorily participated in the tutoring and other academic support services made available by or approved by the school to strengthen the student's knowledge and skills in the subject(s) at issue.

Students and parents should go to [www.doe.mass.edu/mcasappeals](http://www.doe.mass.edu/mcasappeals) for additional information about appeals and/or for the latest revisions of the above regulations.

*Date Submitted: June 9, 2025*

*Date Requested to be on Agenda: June 18, 2025*

**2025-22      Required quarterly update of the Shore Educational Collaborative  
Offered by Member Ruseau**

**See attachment**

*Date Submitted: June 10, 2025*

*Date Requested to be on Agenda: June 18, 2025*

**2025-23      Building Accessibility Needs & Concerns      Offered by Member Intoppa**

Be it resolved that the Medford Public Schools will assess and evaluate building entry points over the summer, specifically for accessibility concerns. The administration will report back with found issues and proposed solutions by the beginning of the start of the next academic school year/first day of classes.

*Date Submitted: June 13, 2025*

*Date Requested to be on Agenda: June 18, 2025*

**2025-24      Designer Selection Panel Appointment      Offered by Member Ruseau,  
Member Olapade & Member Reinfeld**

The Medford School Committee appoints School Committee Vice Chair Jenny Graham, Chair of the Medford Comprehensive High School Building Committee to the Designer Selection Panel for the Massachusetts School Building Committee's Designer Selection process.

*Date Submitted: June 14, 2025*

*Date Requested to be on Agenda: June 18, 2025*

**2025-25      Disciplinary Practice of Suspension      Offered by Member Graham &  
Member Ruseau**

Whereas the Resolution on the Disciplinary Practice of Suspension was unanimously adopted by the Medford School Committee on October 14, 2020;  
Whereas the language of the Resolution on the Disciplinary Practice of Suspension provides that the following actions will be taken by Medford Public Schools:

- Ends the use of out-of-school suspensions effective the first day of the school year 2021 except as provided by law;
- Provides for the continuation of a learning environment for every in-school suspension;
- Ensures that in-school suspensions will not occur in isolation without instruction or rehabilitative counseling;
- Selects alternative tools for use in discipline, such as restorative justice wherever possible;
- Establishes an annual reporting process that includes but is not limited to, system-wide disciplinary measures reporting to the school committee as well as establishing staff feedback process;

Be it resolved, the Superintendent will provide a detailed report of disciplinary actions taken for the 2024-2025 school year as well as data from 2 prior school years. The report shall include: count of suspensions/suspended days by reason for suspension and count of other means of student discipline for those same reasons. The report will show data disaggregated by school, by grade level, and by school and grade level.

Be it also resolved that the Superintendent will make recommendations to the School Committee based on the data presented. The report will be presented no later than October 31, 2025

*Date Submitted: June 15, 2025*

*Date Requested to be on Agenda: June 18, 2025*

IX. Reports Requested

X. Condolences

The Members of the Medford School Committee express their sincerest condolences to the family of **Sharon B. (Brady) Keith**, former McGlynn School Librarian from 2001 to 2010.

XI. Next Regular Meeting

September 8, 2025 -Alden Memorial Chambers, Medford City Hall in addition to zoom

XII. Adjournment