



School Committee Meeting Materials

Regular School Committee Meeting

August 19, 2019

7:00pm

*Ms. Mary A. Manning
Mr. James M. Fleming
Ms. Kristine Wilson*



*Ms. Ana Nuncio
Mr. Manny Cruz
Ms. Amanda Campbell*

Mayor Kimberley Driscoll, Chair

“Know Your Rights Under the Open Meeting Law, M.G.L. c.30A § 18-25 and City Ordinance Sections 2-2028 through 2-2033”

August 15, 2019

REGULAR SCHOOL COMMITTEE MEETING

Notice is hereby given that the Salem School Committee will hold a Regular School Committee meeting on Monday, August 19, 2019 at 7:00 p.m. The meeting will be held in the School Committee Chambers at Collins Middle School, 29 Highland Avenue, Salem, MA.

I. Call of Meeting to Order

II. Consent Agenda

- a. Minutes of the Regular School Committee meeting held July 15, 2019
- b. Approval of Warrant: 8/1/19 in the amount of \$999,469.62, 8/8/19 in the amount of \$458,536.53

III. Approval of the Agenda

IV. Public Comment #1: Questions and Comments from the Audience

V. Presentations and Reports

- a. Superintendent’s Report – Kathleen Smith
- b. Update on the Dual Language Task Force and Program
Rebecca Westlake, Director of Bilingual Education, Salem Public Schools
- c. Update on the Bertram Field Renovations

City of Salem

Jenna Ide, Director of Capital Projects & Municipal Operations – Project Manager for Study/Design

Michael Lutrzykowski, Facility Director – Project Manager for Construction

Architect

J. Michael Sullivan – Principal Beacon Architectural Associates

Owner’s Project Manager

David Saindon – Executive – Leftfield

Eileena Long – Senior Project Manager - Leftfield

VI. Action Items: Old Business

- a. Deliberation and Vote on the Salem Children’s Charity request to install a plaque at the Carlton Innovation School in honor of Charles B. Walsh – tabled 6/17/19
- b. Deliberation and Vote on the Salem High School staff request to re-name the main office at Salem High School the Gail A. Kucker Welcome Center (3rd reading)
- c. Deliberation and Vote on the Salem Youth Football & Cheering request to use Bertram Field and waive fees – tabled 6/17/19, 7/15/19

VII. Action Items: New Business

- a. Vote to accept a donation of \$2,790 from Paramount Pictures to the Carlton Innovation School for the use of the school during filming
- b. Vote to accept a donation of \$5,000 from Netflix to the Salem High School Marching Band for participation in a film this summer
- c. Discuss the Superintendent and School Committee’s participation in the MASC/MASS joint conference scheduled for November 6-9, 2019
- d. Deliberation and vote on the League of Women Voter’s request to waive the fees for the use of the Saltonstall and Witchcraft Heights school buildings to hold candidate forums for the upcoming biennial elections
- e. Deliberation and vote on the Salem Education Foundation’s request to use the School Committee Chambers on Wednesday, September 11 and Wednesday, October 23, 2019 from 6:30 - 8:30 p.m. and have the rental fees waived
- f. Appointment of Kathleen Smith to the Board of Directors of the North Shore Education Consortium for one year

VIII. Policy Subcommittee

- a. Deliberation and Vote on the Third Reading of the recommendation of the Policy Subcommittee on the revisions to the following policies:
 - 4108 Staff Complaints and Grievances
 - 5102 Enrollment – Salem Residents
 - 5102.01 Enrollment of Non-Resident Students/School Choice
 - 5102.04 Policy on Admission of Foreign Exchange Students
 - 5103 Controlled Choice Student Assignment – *see additional revisions since 6/17/19*
 - 5103.01 Student Assignment – Vocational Technical Education Programs
 - 5103.02 Student Assignment – Enrollment of Students from Other Schools
 - 5104 Age Majority (*recommended for deletion*)
 - 5105 Flags and the Pledge of Allegiance
 - 5106 Evacuation (Fire Drills)
 - 5107 School Day
 - 5108 School Year/School Calendar
 - 5112 Student Work Permits
 - 5113 Work Hours
 - 5115 Dismissal at Parental Request
 - 5223 Student Advisory Committee
 - 5402 Tobacco Use Policy
 - 5413 School Property
 - 5501 Responsible Use Policy and Media

*Ms. Mary A. Manning
Mr. James M. Fleming
Ms. Kristine Wilson*



*Ms. Ana Nuncio
Mr. Manny Cruz
Ms. Amanda Campbell*

Mayor Kimberley Driscoll, Chair

- b. Deliberation and Vote on the Second Reading of the recommendation of the Policy Subcommittee on the revisions to the following policies:

4116	Personnel Reports
5110	School Census (<i>recommended for deletion</i>)
5111	Student Withdrawal from Schools
5114	Participation in Activities during Suspension or Absence
5116	Dismissal of Students by School Personnel
5416	Use of Physical Restraint

IX. School Committee Concerns and Resolutions

X. Public Comment #2: Questions and Comments from the Audience

- XI. Executive Session.** The School Committee will enter Executive Session to conduct contract negotiations with non-union personnel (Exemption #2, School Committee Executive Assistant) and under Exemption 3, to discuss litigation, pending open meeting law complaint)

XII. Adjournment

Respectfully submitted by:

Angelica Alayon, Secretary to the
Salem School Committee

Salem School Committee
Meeting Minutes
Monday, July 15, 2019

A regular meeting of the Salem School Committee was held on Monday, July 15, 2019 at 7:03 p.m. in the School Committee Chambers at Collins Middle School, 29 Highland Avenue, Salem, MA.

Members Present: Ms. Mary Manning, Mr. James Fleming, Ms. Kristine Wilson, Ms. Ana Nuncio, Mr. Manny Cruz, and Mayor Kimberley Driscoll

Members Absent: Amanda Campbell

Others Present: Kathleen Smith, Interim Superintendent, Kate Carbone, Acting Superintendent for Teaching and Learning

Call of Meeting to Order

Mayor Driscoll called the regular meeting of the Salem School Committee to order at 7:03 p.m.

Consent Agenda

- a. Minutes of the Regular School Committee meeting held June 17, 2019
- b. Deliberation and Vote on the request for use of the Collins Middle School gym for an annual Sweat4sweat Basketball Tournament fundraising event, in memory of Brian Murphy, and request to waive the fees as part of donation by School Committee
- c. Deliberation and Vote on the Salem High Golf Team field trip request to Orlando, FL on August 22-27, 2019
- d. Approval of Warrant: 6/27/19 in the amount of \$471,909.71

Mr. Fleming motioned to approve the Consent agenda. Ms. Manning seconded the motion. The motion carried.

Approval of the Agenda

Mr. Fleming motioned to approve the agenda as presented. Ms. Manning seconded the motion. The motion carried.

Public Comment #1: Questions and Comments From the Audience

Alexa Ogo, 180A Federal Street, Salem Education Foundation, informed everyone they are working on the opening of their grant application in early August 2019 for Salem teachers. Amounts for individual grant applicants and program in a single building are up to \$1,000 and up to \$3,000 for collaboration across schools. The deadline would be mid October. Grant amounts would be available in December.

Superintendent's Report – Kathleen Smith

Ms. Smith commented on the importance of work towards equity that helps ensure all students reach successful education and opportunities beyond high school. Ms. Smith talked of the value of diversity, student support and about students, across the state, who took part in a School Funding Reform in Massachusetts project called T51 for cities and towns across the Commonwealth. Ms. Smith talked of the importance of student voice.

Introduction of Dr. Samantha Meier, Salem High School (SHS) Interim Principal

Ms. Smith and Ms. Carbone introduced Dr. Samantha Meier as the new High School Principal. Ms. Carbone talked about the hiring process for the Salem High School Principal position and shared Dr. Meier's background skills, experience, and some of the student feedback they received. Dr. Meier shared a few words with everyone.

Greater Salem Boys & Girls Club – Update on Club Activities

Ms. Joanne Scott, Executive Director and Ms. Grace Duran, Program Director, of the Boys and Girls Club of Salem, shared an update on the club activities. Ms. Scott talked about a few of their activities and collaboration of the Boys and Girls Club and shared a video on a sample of their daily schedule. Ms. Grace Duran talked about the summer program. Ms. Scott and Ms. Duran walked everyone through a slide presentation and shared further details about the program and its daily programming.

Salem School Committee/Interim Superintendent Transition

Superintendent Smith talked about her transition as Interim Superintendent and upcoming expectations. Ms. Smith shared her interest to meet with School Committee members for a retreat to hear from them what their upcoming expectations and challenges are.

Action Items: Old Business

School Committee ratification and final vote on the employment contract for Kathleen Smith, Interim Superintendent, 2019-20

Mr. Cruz motioned to approve the employment contract for Kathleen Smith, Interim Superintendent, 2019-20. Ms. Manning seconded the motion. The motion carried.

Deliberation and Vote on the Salem High School staff request to re-name the main office at Salem High School the Gail A. Kucker Welcome Center (2nd reading) – tabled 6/17/19

Mr. Fleming motioned to approve the 2nd reading to re-name the main office at Salem High School the Gail A. Kucker Welcome Center. Ms. Manning seconded the motion. The motion carried.

Action Items: New Business

Deliberation and Vote on the request from Salem Youth Football & Cheering to use Bertram Field and waive fees

Mr. Fleming motioned to have the deliberation and vote on the request from Salem Youth Football & Cheering to use Bertram Field and waive fees matter be referred to the Buildings and Grounds Subcommittee for further review and discussion. Mr. Cruz seconded the motion. The motion carried.

Finance Report – There were no budget transfers

Policy Subcommittee

Deliberation and Vote on the Second Reading of the recommendation of the policy subcommittee on the revisions to the following policies:

4108	Staff Complaints and Grievances
5102	Enrollment – Salem Residents
5102.01	Enrollment of Non-Resident Students/School Choice
5102.04	Policy on Admission of Foreign Exchange Students
5103	Controlled Choice Student Assignment – <i>see additional revisions since 6/17/19</i>
5103.01	Student Assignment – Vocational Technical Education Programs
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5107	School Day
5108	School Year/School Calendar
5112	Student Work Permits
5113	Work Hours
5115	Dismissal at Parental Request
5223	Student Advisory Committee
5402	Tobacco Use Policy
5413	School Property
5501	Responsible Use Policy and Media

Discussion

Mr. Cruz explained that Ms. Campbell raised a thought on the setting of school-based enrollment targets, as part of the Controlled Choice Student Assignment policy. Language was amended to more accurately reflect, or better capture, most recent/updated publication of the income measure by the Massachusetts Department of Elementary and Secondary Education (DESE), regardless of when it is posted.

Mr. Cruz motioned to approve the Deliberation and Vote on the Second Reading of the recommendation of the policy subcommittee on the revisions to the policies as presented. Mr. Fleming seconded the motion. The motion carried.

Deliberation and Vote on the First Reading of the recommendation of the policy subcommittee on the revisions to the following policies:

- 4116 Personnel Reports
- 5110 School Census (*recommended for deletion*)
- 5111 Student Withdrawals from Schools
- 5114 Participation in Activities during Suspension or Absence
- 5116 Dismissal of Students by School Personnel
- 5416 Use of Physical Restraint

Mr. Fleming motioned to approve the First Reading of the recommendation of the policy subcommittee on the revisions to the policies as presented. Ms. Manning seconded the motion. The motion carried.

School Committee Concerns and Resolutions

Mr. Fleming shared that registration for the Salem Day Golf Tournament, in September, at Kernwood Country Club in Salem is Thursday night at the new Salem Community Life Center in Salem between 4 and 6pm.

Ms. Nuncio reminded everyone of the deliberation and vote on the request from Salem Youth Football & Cheering to use Bertram Field and waive fees, which was tabled on 6/17/19. Members agreed that it be included on the agenda for the next School Committee meeting. Ms. Nuncio suggested meeting soon with the Equity subcommittee to continue previous discussions.

Mayor Driscoll suggested scheduling a Committee of the Whole (COW) meeting in the fall, early September, to continue follow-up review, discussions, and cost setting factors on the budget process. Members agreed to meet on September 18 at 6pm.

Mayor Driscoll shared an update on the project at the Bertram Field. Improvements are being made as the project moves forward. It is expected to bid this fall. They anticipate use of the field and parking would be available during construction.

Public Comment #2: Questions and Comments from the Audience

Alexa Ogno, 180A Federal Street, said that Salem Education Foundation is working with the League of Women Voters this year to have School Committee candidate forms. They will have one before the preliminary, if there are enough candidates, and another in October, before the final election.

Adjournment

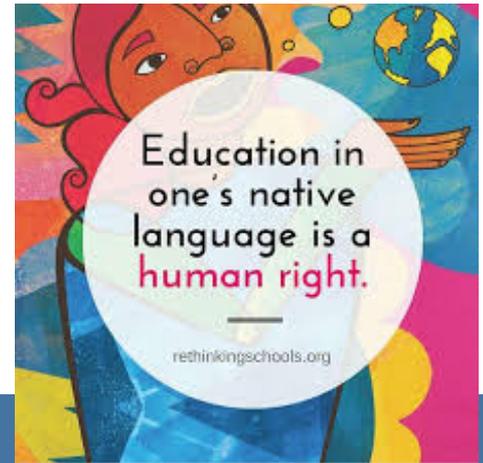
There being no further business to come before the School Committee this evening, Mr. Fleming entertained the motion to adjourn. Ms. Wilson seconded the motion. The meeting was adjourned.

Respectfully submitted by:

Angelica Alayon, Secretary to the
Salem School Committee

Meeting Materials and Reports

- School Committee Consent agenda July 15, 2019
- Minutes of the June 17, 2019 School Committee meeting
- Request for Annual Basketball Tournament in Collins Middle School
- Salem High School field trip request
- Memo by Acting Superintendent Kate Carbone
- Salem Boys & Girls Club Presentation
- School Committee ratification on employment contract for Kathleen Smith, Interim Superintendent, 2019-20
- Gail A. Kucker Welcome Center request letter
- Policies



Dual Language Update

August 19, 2019

ELL and Bilingual Education Department

Task Force Updates: Spring

Kindergarten Spanish Literacy Curriculum

- 5 vendors with presentations in Lynn
- 10 DL Task Force Team Members

Community Forum

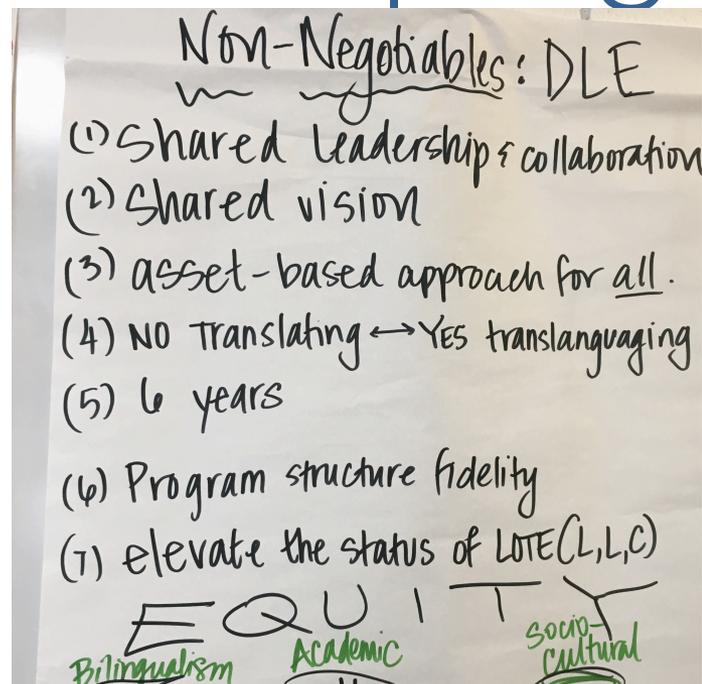
- 30 attendees, 14 prospective families



Task Force Updates: Spring

Dual Language Technical Support Retreat

- 12 educators: district and school administrators, teachers, coordinators
- Feasibility analysis
- Stakeholder “why”
- Decisions: 90/10, two-way, side-by-side



Kindergarten Family Survey

The Salem Public Schools is considering starting a new bilingual Kindergarten Program for students to learn in both languages, Spanish and English. If we were to offer this program, would you like to consider enrolling your child?

Yes. I would like my daughter to speak both Spanish and English equally. We have Spanish speakers in our family. (Student speaks English. Understands some Spanish.)

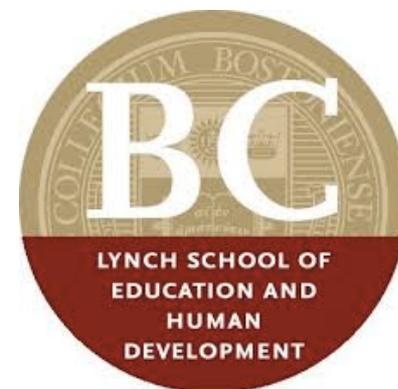
Yes. I would be so happy. The more languages the children know, the better for them and their future. (Student speaks no Spanish. Haitian Creole spoken at home.)

Yes. ¡Si! Yo quiero que ella aprenda dos idiomas porque es muy importante en la vida hablar dos idiomas. Yo quiero que ella siga hablando conmigo en español. Es importante para nuestra familia. (Student speaks mostly Spanish. Speaks some English.)

No. My daughter speaks English, Turkish and German. We will continue with those languages. (Student speaks no Spanish.)

Summer Updates

- Boston College Bilingual Educator Course
- Hiring: Bilingual Kindergarten Teacher and EL Family Resource Specialist
- MABE Summer Training



Location for DL Program



- Feasibility analysis: physical space, leader interest, ELL student population
- Bentley Academy
 - Strand: grow two classrooms per grade level
 - Expansion: addition of one classroom per year
 - Leader: embrace change management and innovation
 - Innovation Plan: opportunity to build, innovate, and deepen commitment to diverse learners

Next Steps

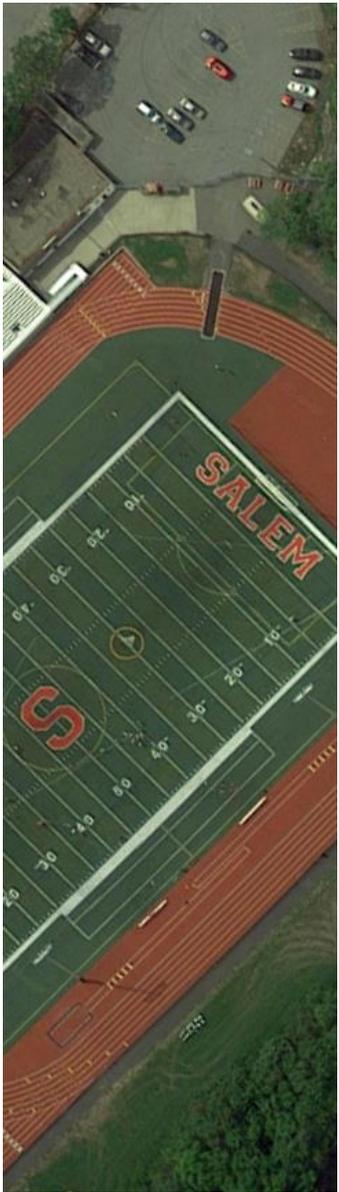
- Proposals to DESE
 - Initial: 11/15/19
 - Final: 01/01/20
- Boston College Coursework
- La Cosecha: National DL Conference
- Dual Language Overview (DLO): October
- Task Force
 - Community Events
 - K Expo
 - Bentley Support and PD





Phase 2 Improvements to Captain John Bertram Field

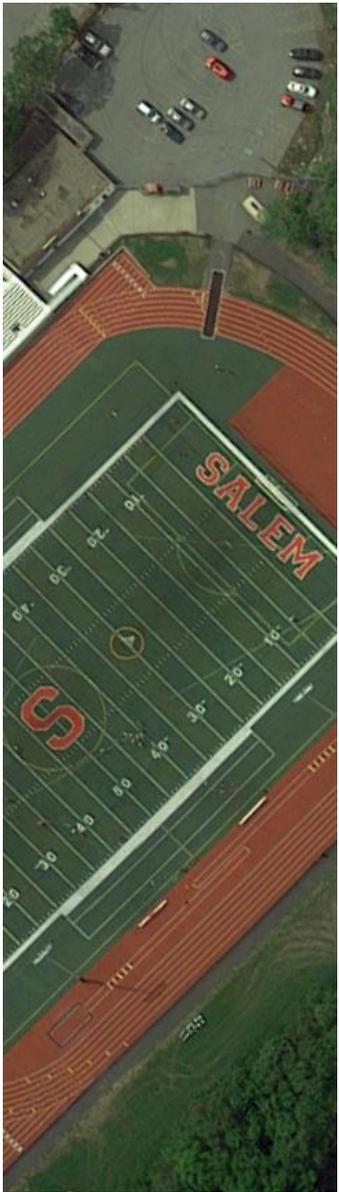
August 19, 2019
City of Salem, MA



PROJECT GOALS

- Improve and Replace Facilities In 5 Areas
 1. Public Amenities
 2. Athletic Changing Facilities
 3. Concessions
 4. Press Box
 5. Entrances, Circulation, Utilities at Bertram Field

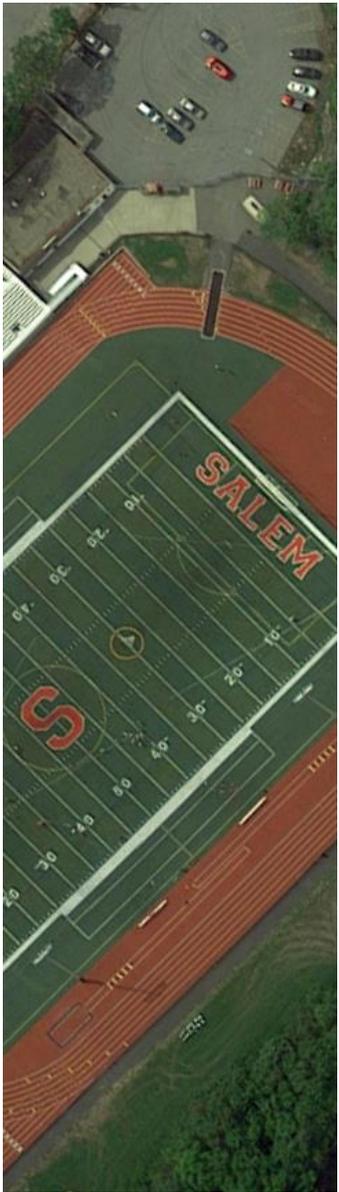




METHODOLOGY

- Bi-weekly meetings with City of Salem, MA
 - Park & Recreation Department
 - School Department
 - Athletics
 - Project Management
 - Other Departments
 - Engineering, Public Services, Police, Planning, Fire, It, Health
- Public meetings with Stakeholders
- Site visits to neighboring athletic fields

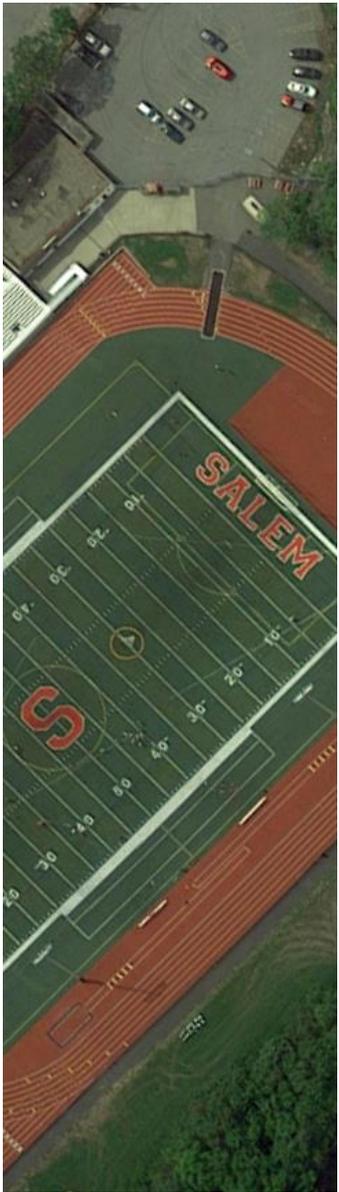




DESIGN CRITERIA

- Modern, safe, code compliant and gender equal facility
- Separate pedestrians from vehicle access to the entry
- Separate the athletic changing area from the public amenity spaces
- Sustainable design, low impact drainage design & net zero ready facility
- Protect visitors from inclement weather by providing semi-sheltered areas
- Improve the architecture to present a unified, thematic aspect to the entry and the various facilities
- Provide an opportunity for fundraising, community, education and art

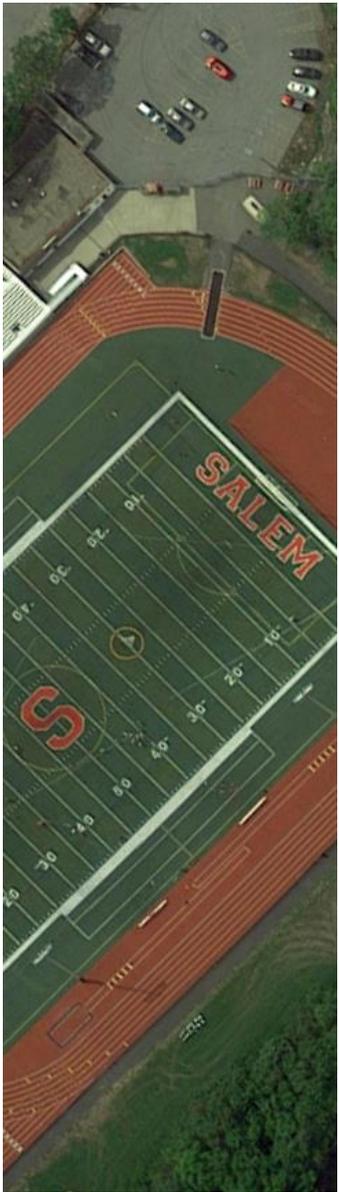




CHALLENGES

- Very small site with surrounding ledge
- Poor drainage
- Limited access
- Existing Facility is in poor condition
- Scheduling with minimal interruption to school/sports



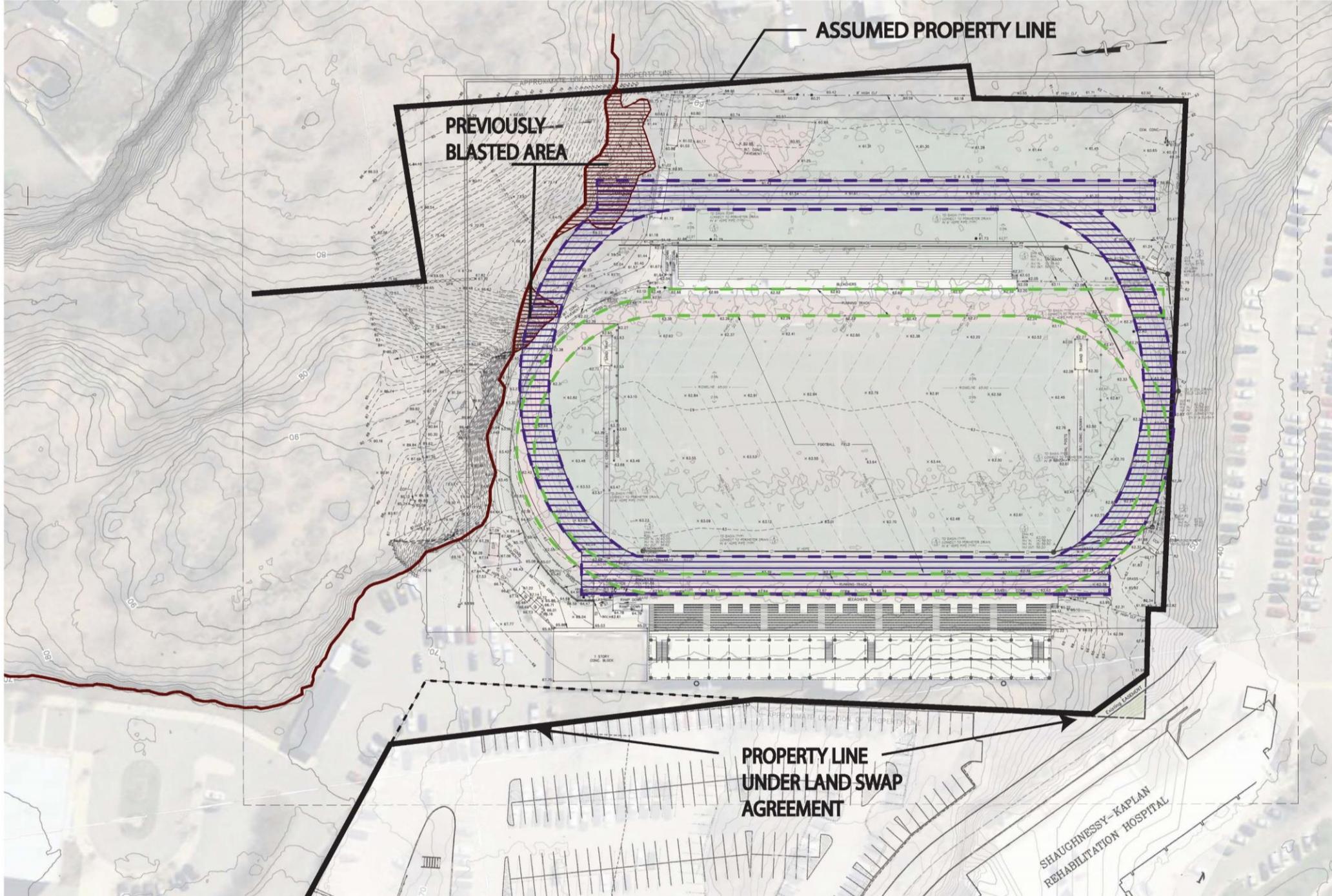


PROJECT PROGRAM HIGHLIGHTS

- Improved Entry
 - Separation of vehicle and pedestrians
 - Picnic area
 - Accessible
- Public Amenities
 - 25 Women's facilities (with variance)
 - 16 Men's facilities (with variance)
- Concessions
 - Prepared and packaged foods & beverages
- Athletic Changing Facilities
 - Separate from spectators
 - Taping and treatment room
- Accessible Press Box



The Bertram Field Site



Bertram Field has a number of feature's worth taking note of in analyzing the site. Those feature's have been highlighted on the site plan to provide a basis of knowledge on how these feature's impacted design choices.

The property line of Bertram Field is noted in solid black.

The extent of the new track is noted in dashed purple.

The extent of the old track is noted in dashed green.

The ridge edge is noted in solid red.

The location of options is designed to fit in between the property line and existing ridge edge in order to preserve the landscape conditions present on site.

ENTRY

Picnic / Grilling Area

Pedestrian Access

New Parking



Emergency Vehicle Turnaround
and Access





NEW ENTRY

PUBLIC AMENITIES

**CONCESSIONS STAND &
OFFICIALS CHANGING
FACILITY**

ACCESSIBLE PRESS BOX

**ATHLETIC CHANGING
FACILITY**

**CONCEPT IMAGE
JUNE 2019**

**COLLINS/BERTRAM EXISTING
2019 PARKING TABULATION**

DESIGNATED PARKING SPACES

BROAD ST. PARK PARKING LOT	08
COLLINS MIDDLE SCHOOL	82
BERTRAM FIELD	54
JACKSON STREET PARKING	45
TOTAL:	189

BROAD ST. PARK
8 DESIGNATED SPACES



BERTRAM FIELD
EXISTING: 54 SPACES

JACKSON STREET



PARKING ANALYSIS

COLLINS/BERTRAM PARKING DURING CONSTRUCTION

TEMPORARY PARKING SPACES DURING CONSTRUCTION

	BROAD ST. PARK PARKING LOT	03
	COLLINS MIDDLE SCHOOL ACCESS RD.	10
	COLLINS MIDDLE SCHOOL CRESCENT	6
	COLLINS MIDDLE SCHOOL DRIVEWAY.	7
	JACKSON STREET PARKING	17
	POWDERHOUSE LANE	7

TOTAL: 50

**BROAD STREET
PARK**

5 ADDITIONAL SPACES



JACKSON STREET
12 ADDITIONAL SPACES WITH STRIPING

10 TEMPORARY SPACES

COLLINS FIRE LANE - NO PARKING

**COLLINS MIDDLE
SCHOOL**
6 TEMPORARY SPACES

COLLINS FIRE LANE - NO PARKING

7 TEMPORARY SPACES

6 TEMPORARY SPACES

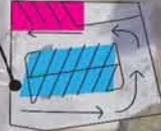
**PARKING ANALYSIS
DURING CONSTRUCTION**



COLLINS/BERTRAM EXISTING 2020 POST CONSTRUCTION PARKING TABULATION

DESIGNATED PARKING SPACES		
BROAD ST. PARK PARKING LOT		13
COLLINS MIDDLE SCHOOL		89
BERTRAM FIELD		51
JACKSON STREET PARKING		52
TOTAL:		205

BROAD ST. PARK
8 DESIGNATED SPACES



BERTRAM FIELD
51 SPACES

JACKSON STREET

40 SPACES

COLLINS MIDDLE SCHOOL

42 SPACES

COLLINS FIRE LANE - NO PARKING

POWDER HOUSE FIRE LANE

HIGHLAND AVENUE

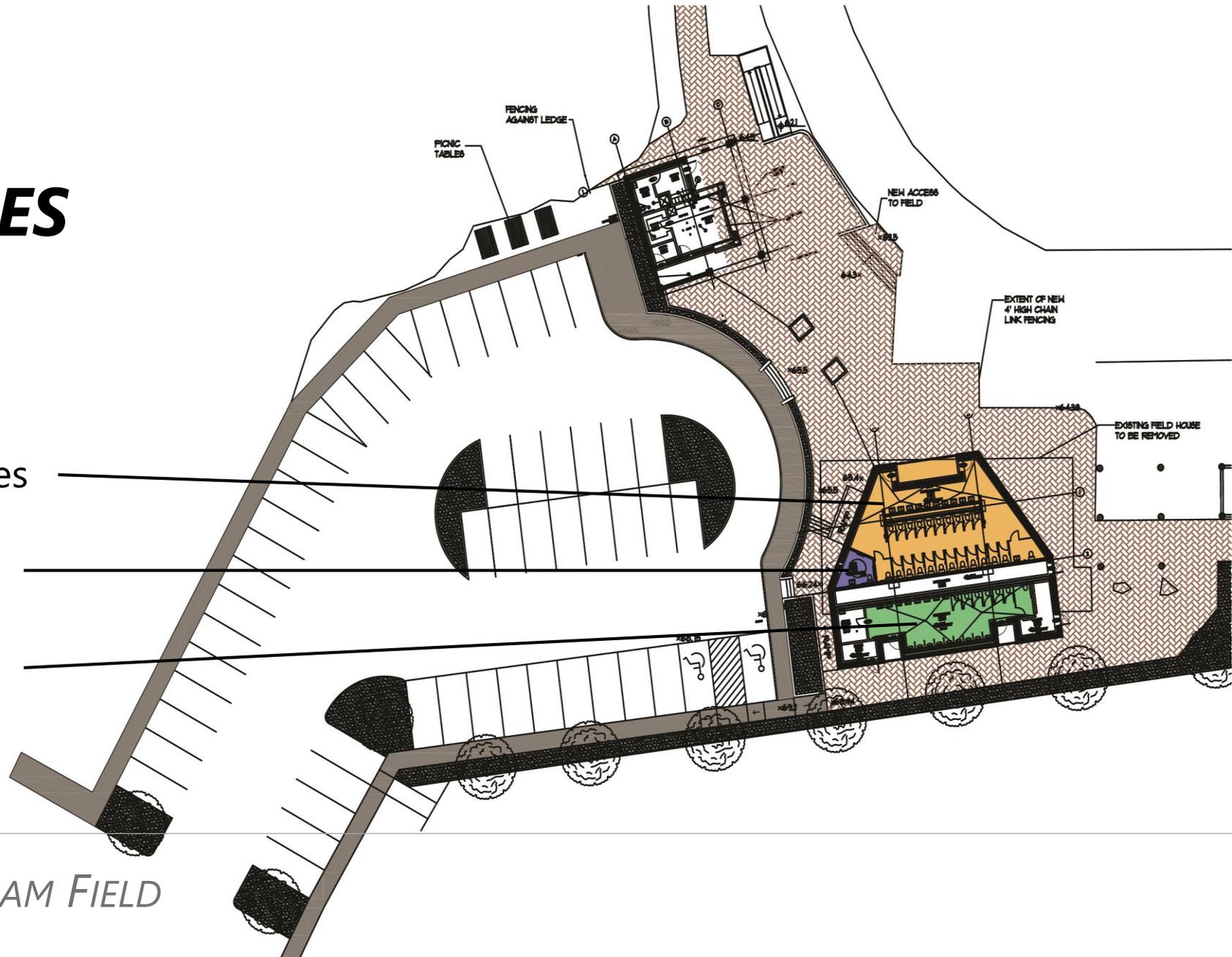
**PARKING ANALYSIS
AFTER CONSTRUCTION**

PUBLIC AMENITIES

Women's Amenities

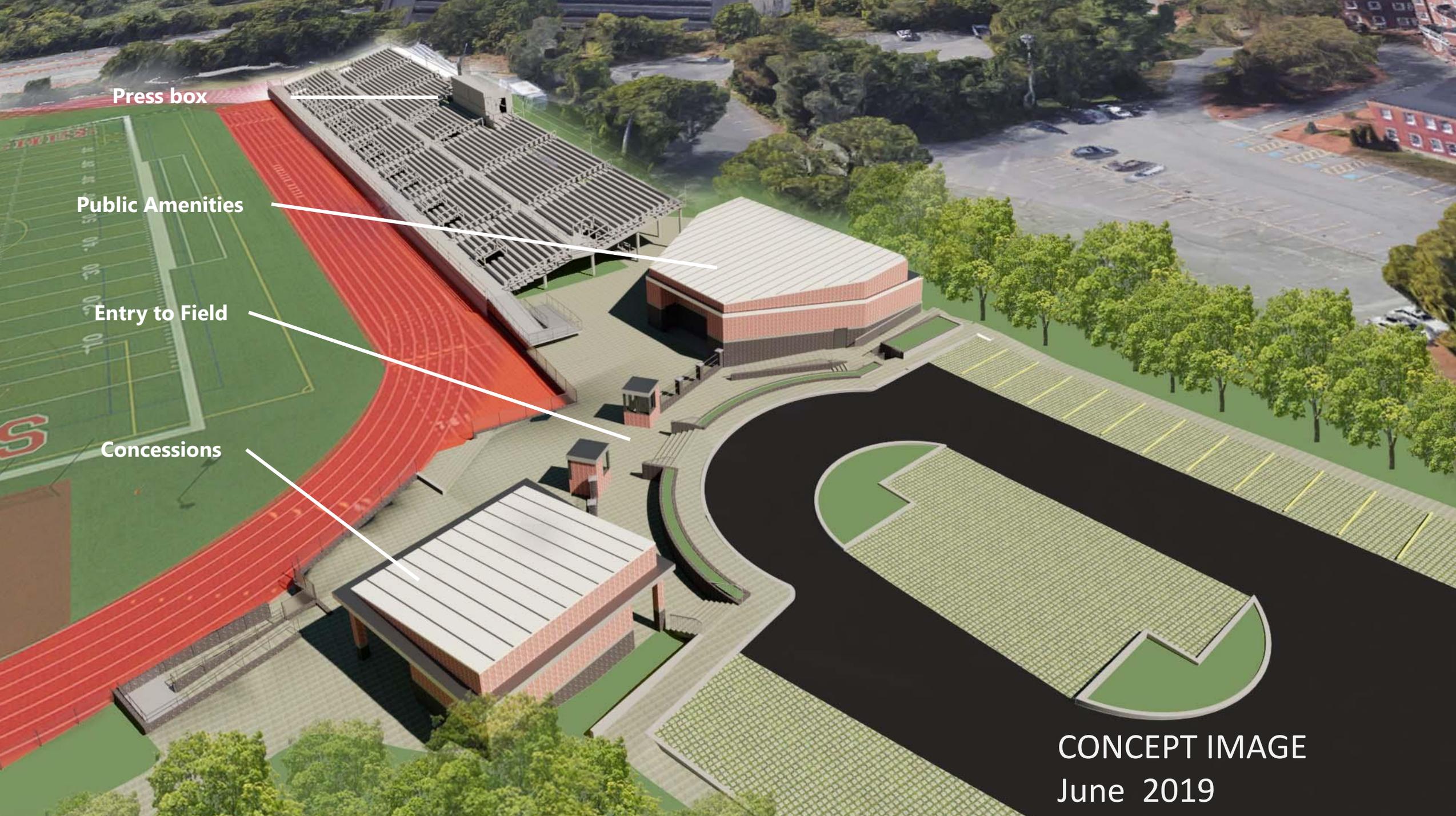
Family Amenities

Men's Amenities



CAPTAIN JOHN BERTRAM FIELD





Press box

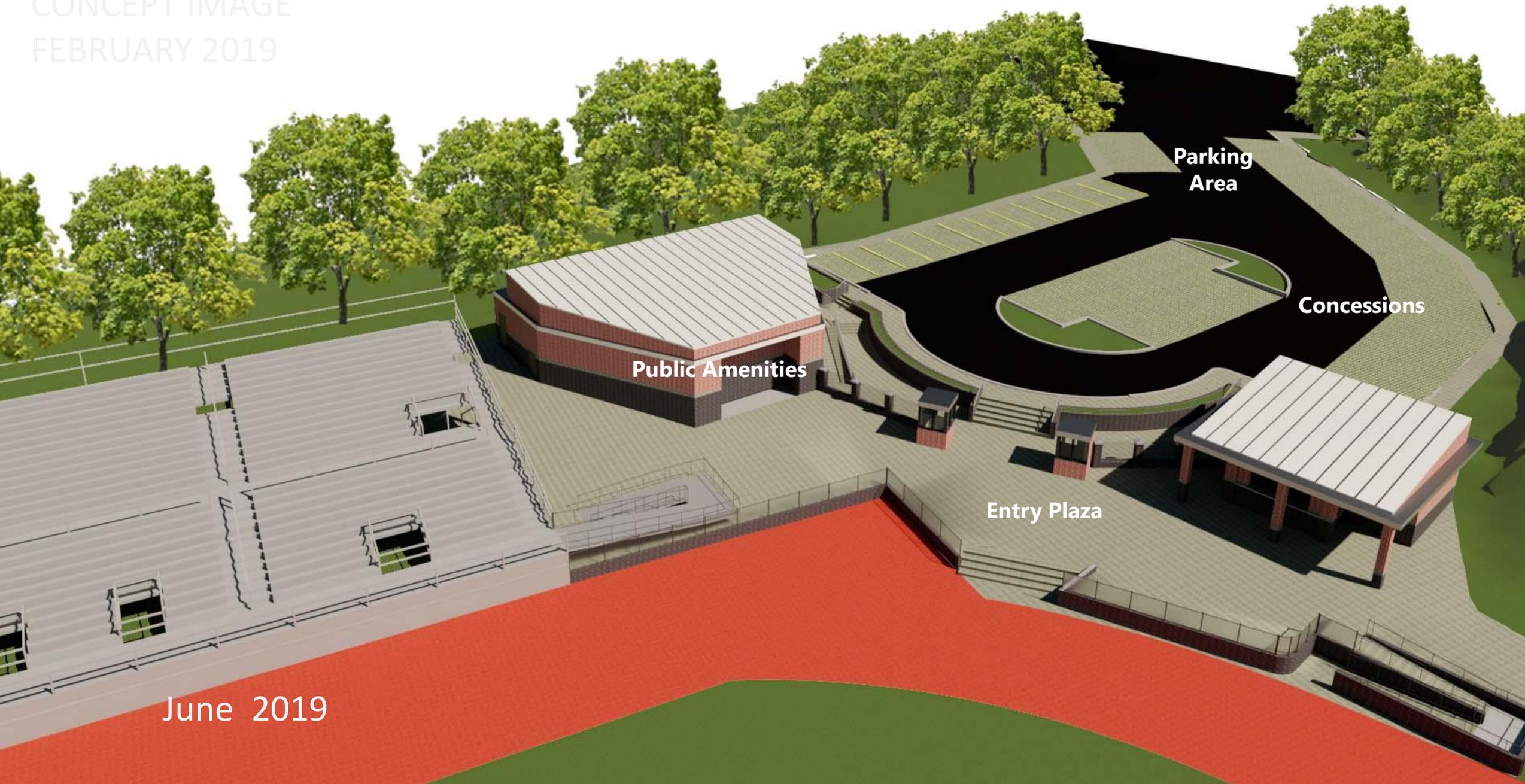
Public Amenities

Entry to Field

Concessions

CONCEPT IMAGE
June 2019

CONCEPT IMAGE
FEBRUARY 2019



Public Amenities

Parking
Area

Concessions

Entry Plaza

June 2019

**Aerial View of Athletic
Changing Facility**



**Visitor Changing
Room**

**First Aid /
Training**

**Salem Changing
Room**

Field Storage

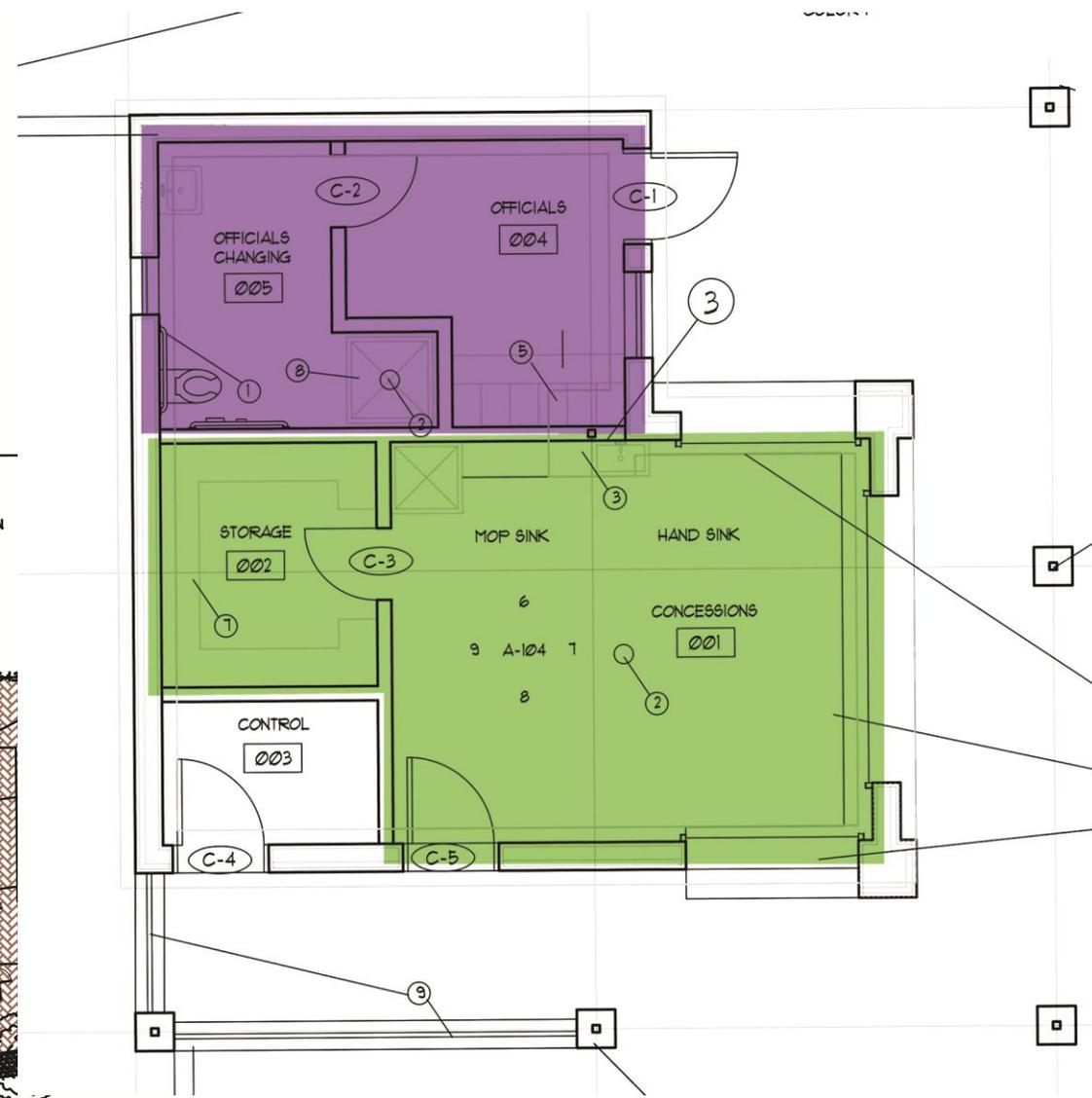
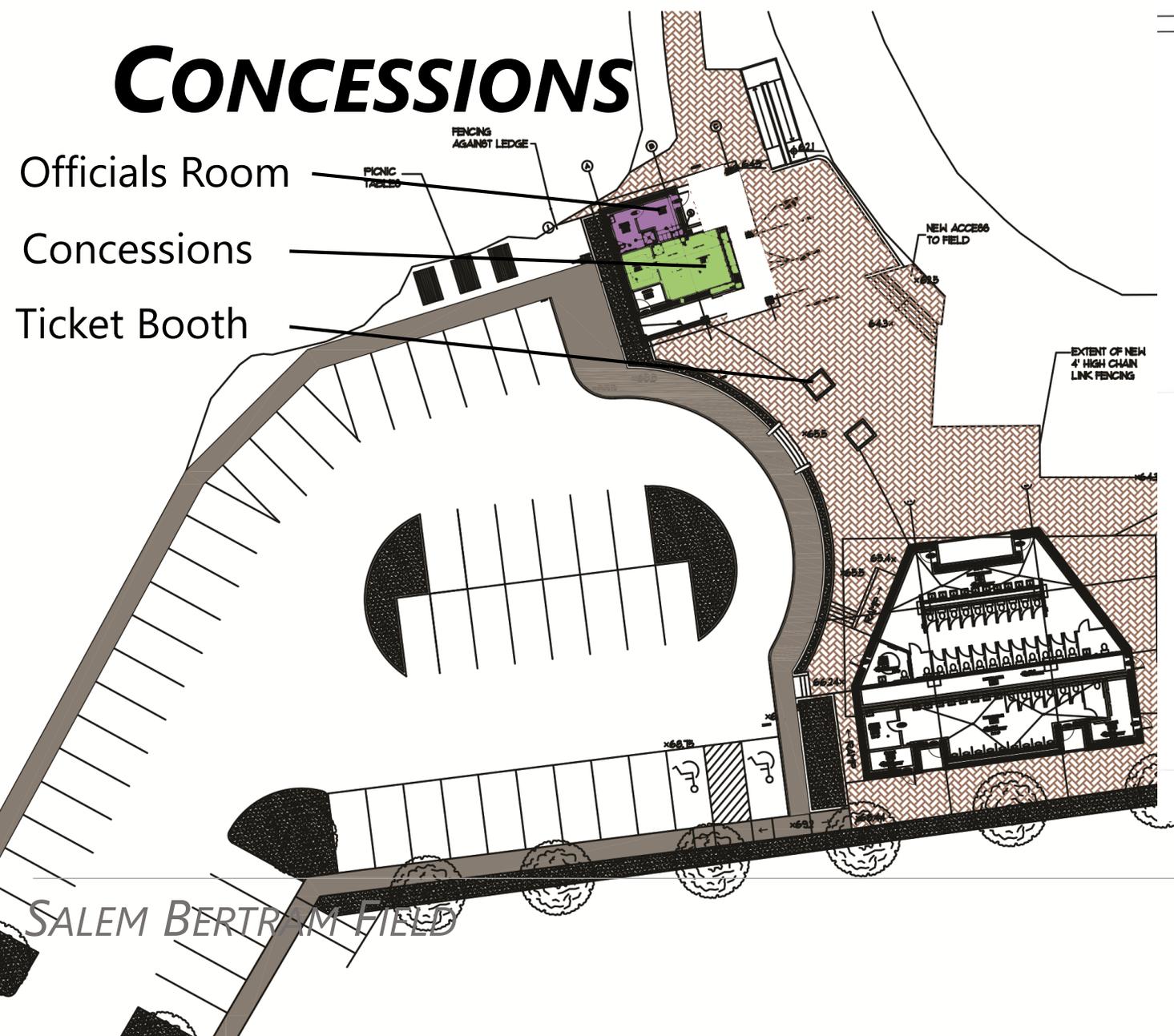
**CONCEPT IMAGE
JUNE 2019**

CONCESSIONS

Officials Room

Concessions

Ticket Booth



View of Concessions



Concessions
Windows

Officials Room

CONCEPT IMAGE
FEBRUARY 2019

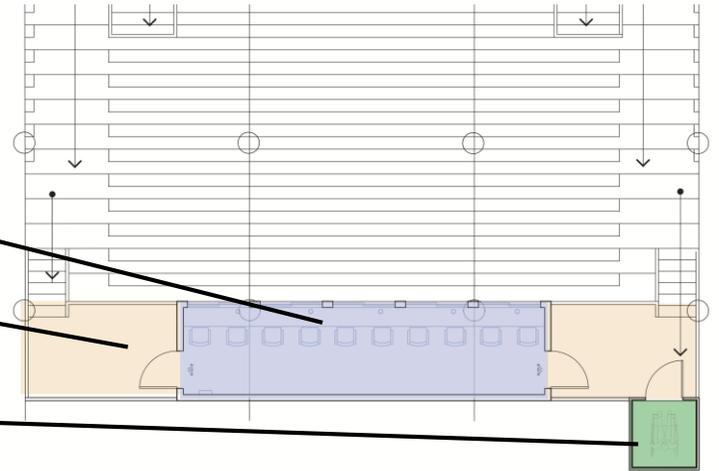
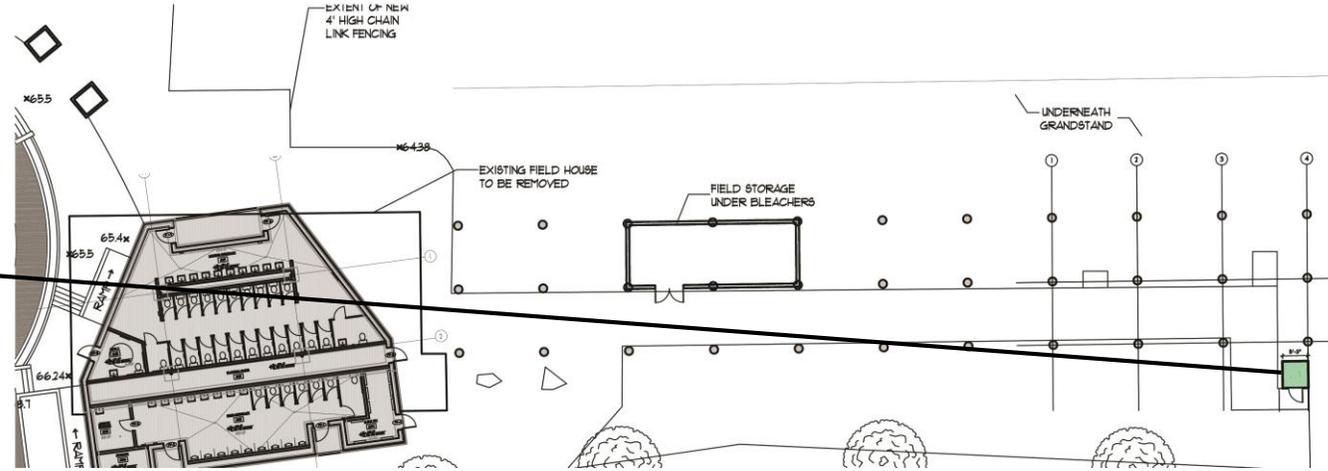
PRESS BOX

Accessible Lift to
Press Box

Press Box

Camera Platform

Accessible Lift to
Press Box



Press Box Plan

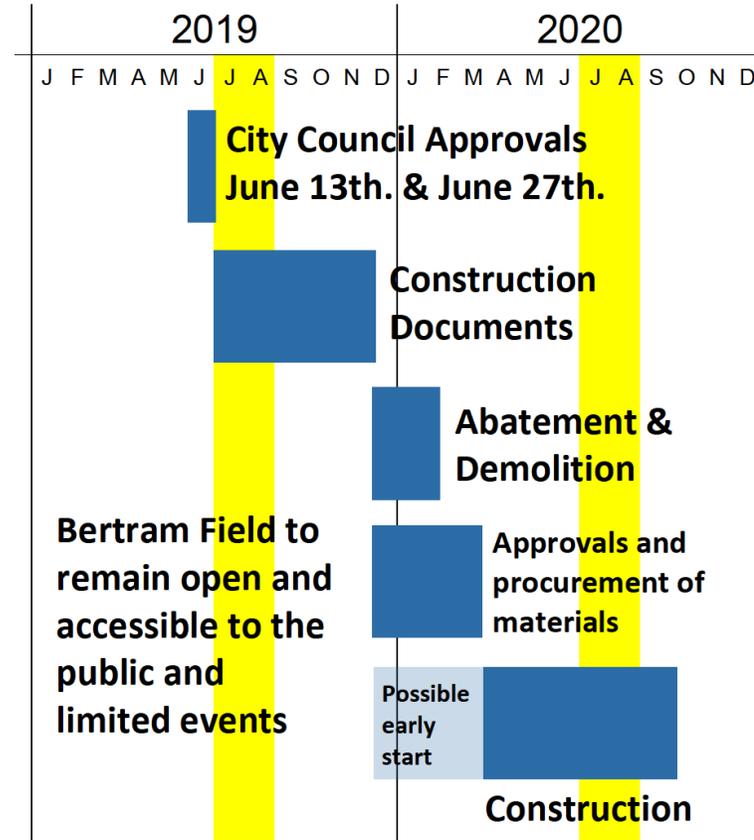


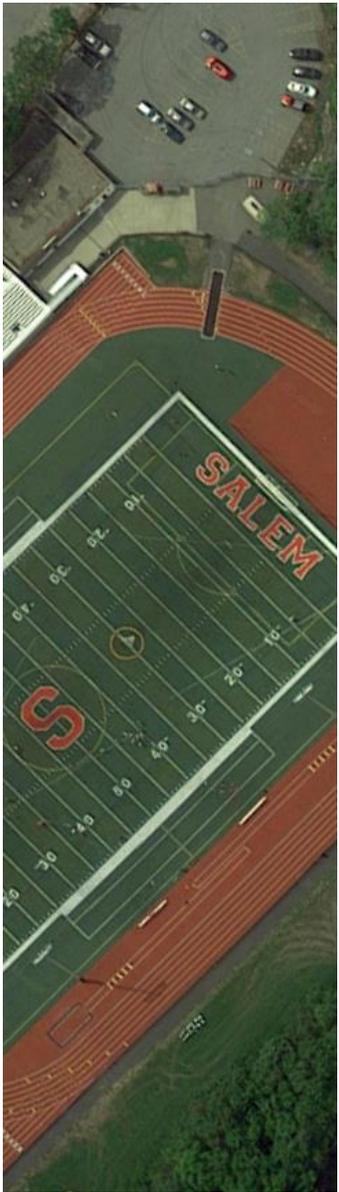


SCHEDULE

- Bid in September 2019
- Contract November/December
- Mobilization December/January
- Construction January – August 2020
- Opening – September 2020

Salem - Bertram Field, Phase 2 Conceptual Schedule





FUNDS AND FUNDRAISING

- Project paid mostly for by City bonds and also has a small state grant for green infrastructure
- Project's Goal is to raise \$400,000 for concession stand and field equipment
- Work with boosters to raise funds
- Developing website for donations
- Donation plaque included in project





BERTRAM FIELD PHASE 2 RENOVATION - NEW FACILITIES & ACCESS IMPROVEMENTS - FAQ

1. *What does the project include?*

The project includes 5 main elements:

- A new amenity building that includes bathrooms and a family restroom
- A new athletic changing room, both home and visitor
- A new accessible press box
- A new concession stand with umpire facilities
- New improved entrance, parking, access, utilities, and circulation

2. *Didn't Bertram get renovated recently?*

The field, track, and lighting were renovated in 2013 and 2014. Those will not be touched during this phase; however, the field house is in very poor condition, and can no longer be maintained or upgraded. The new facilities meet all new codes, and will be fully accessible, gender neutral, sustainable, modern, and welcoming.

3. *What is the project's schedule?*

The project will go out to bid in September, and contractors are expected to be on board prior to the end of 2019. The field house will be shut down at that time. Mobilization and some work is expected during the Winter, but the bulk of the work is expected to be done in Spring and Summer. The target date for use and occupancy is September 2020, pending unforeseen conditions.

4. *What are the community benefits of the project?*

This project will provide a modern sports and park facility that will provide important recreational opportunities for children and adults throughout the City. It is the only regulation sized football, soccer, or lacrosse field in Salem. It is the only track and field facility. There are over 250 games and practices there a year, making it the most highly used field in the City. The facility serves the entire City and can also host community games and tournaments for the region. The project will improve circulation in an important part of the City. The new facility will have expanded opportunities for fundraising, including a better facility for serving food and fundraising.

This project also will have the following benefits:

- High levels of sustainability, including zero net energy ready, & efficient heating/cooling
- Reduced runoff and green infrastructure, native plantings
- Fully accessible entrance for all modes of travel
- Opportunities for public art and improved IT access
- New security cameras and better access for emergency vehicles

5. Will parking at Bertram Field be different than it is now when the improvements are completed?

The existing parking lot has approximately 54 official spaces, and the new facility will have 51. The new parking lot will have accessible parking, a drop off area, electric charging stations, separated pedestrian/bike circulation, and will also be made of pervious pavement.

The City is working with the School, Engineering, DPW, and Fire Department to provide parking in other areas, including 5 additional permanent spaces near Collins, as well as several more striped parking spaces along Jackson Street.

6. How will this project affect the schools and neighborhood?

This is not a significantly complicated construction project, however, the parking area adjacent to the field will be out of service during construction period. Additional permanent and temporary parking will be provided elsewhere around Collins. The Contractor will not be allowed to park at the School or on Bertuccio Rd. The field will be accessible, but there will be no bathrooms or lockers. The Athletic Department is working closely with us and will schedule games that cannot be played at Bertram to surrounding communities as needed.

The City will work with the Schools, the contractor, and our project manager to ensure noise, dust, and other construction impacts are minimized.

7. What is the cost of the project and how is it being paid for?

The estimated construction cost is \$5.4M, and the total cost, including soft costs such as design, construction oversight, testing, and contingency brings the total to \$6.1M. The majority of the cost is being paid from City bonds, with a portion of those bonds approved for repayment by Community Preservation Act funds (\$100k a year for 20 years). Other sources of funds include water and sewer bonds to pay for the new sewer and water lines, a state grant for the green infrastructure, and donations. A donation campaign will start shortly to bring in more funds for the project. Check the City of Salem news for announcements.

8. How will Bertram Field be operated and maintained once the improvements are completed?

The facility is under ownership of Park and Recreation but is used primarily by the schools. The School Department and Park & Rec have been working hard with our consultants to develop a shared and coordinated operation and maintenance plan and will ensure that the funds are available to maintain the project in next year's budget. Maintenance of the buildings and turf field as well as operation and scheduling of the field will continue to be the responsibility of the Schools, however DPW and Park and Recreation will assist with other site maintenance (grass, trees, etc.). Park and Recreation will work with schools to schedule events and activities.

9. Who is the team for this project?

This project is being led by Park and Recreation, with significant coordination with Schools and Engineering. The lead designer is Beacon Architects and the Owner's Project Manager is Leftfield. Additional coordination has occurred with DPW, Fire, Police, IT, Health, and Planning Depts. If you have any questions, please contact Jenna Ide at jjide@salem.com or 978-618-5699.





Salem Children's Charity
P.O. Box 102, Salem, Massachusetts 01970

www.salemchildrenscharity.org

TO: Salem School Committee
FROM: Salem Children's Charity
SUBJECT: Permission to Install a Plaque at
Carlton School
DATE: July 25, 2019

Salem Children's Charity wishes to honor Charles B. Walsh, retired Principal of the Carlton School for his being the inspiration that brought Salem Children's Charity into existence.

We hope to install said plaque early in the upcoming school year.

Thank You!

For Salem Children's Charity

Brendan R. Walsh, Ed.D.
Acting Treasurer
Salem Children's Charity
P.O. Box 102
Salem, MA 01970

June 13, 2019

Salem School Committee
% Ms. M. Kate Carbone, Acting Superintendent
Salem Public Schools
29 Highland Ave.
Salem, MA 01970

Dear School Committee Members,

We are writing to enlist your support of our request to rename the Salem High School main office area the Gail A. Kucker Welcome Center, in honor of a beloved colleague and friend.

Gail's sudden and untimely death has saddened the entire SHS learning community, as well as those throughout the Salem Public Schools and greater Salem who benefited from her special blend of kindness, generosity, and a gentle sense of humor. We are not making this request simply because we are grieving; rather, we make this request as a way of acknowledging and celebrating the extraordinary service that Gail selflessly gave to Salem High School throughout a remarkable career that spanned 33 years, twelve principals, hundreds of staff members, and legions of students, all of whom feel grateful and honored to have been befriended, loved and cared for by this very special person.

Gail's caring took many forms: supplying a student with a much-needed warm winter coat, boots, or sneakers; offering a warm and welcoming space, a friendly ear, an open heart, and snacks - always, snacks! - to students who are too often asked to endure hardships outside of school that no young person should know, remembering each of their unique challenges, and connecting them with agencies and resources that could offer assistance to them as well as to their families; celebrating the many births, graduations, and marriages of her staff member colleagues with unbridled joy, and grieving their losses with empathy and kindness; greeting each and every person who entered the main office with a cheerful "Good Morning!", "Hi Buddy!", or - favorites among the entire SHS learning community - those terms of endearment during morning or afternoon announcements that seemed to be weather-dependent - "How are all of my little snowflakes/raindrops/sunflowers today?"

Gail's innate ability to establish trusting relationships contributed meaningfully to establishing a solid foundation upon which our students could build academic success and achieve positive social and emotional growth. She possessed an uncanny ability to read people, somehow knowing just when to check in with the student who was feeling discouraged or the colleague who was grappling with a school-related or personal issue, and offer just the right word of commiseration, hope, or encouragement.

Even more amazing, she somehow managed to instill in our community this culture of caring in the midst of seemingly endless demands for assistance and support coming at her throughout each day from administrators, teachers, staff members, students and visitors. She tackled each task, whether great or small, with diligence, professionalism, and a can-do spirit, often working late into the evening to ensure that

preparations were complete for countless special events including orientations, opening nights, art shows, academic and athletic events and award nights and, of course, graduations, all of these milestones that are so important to our students during a critical time in their young lives.

With sincere gratitude to a valued colleague and friend who personified the very qualities we hope to instill in our students - kindness, generosity of spirit, diligence, and a keen understanding of the importance of a culture of caring as the bedrock of a successful learning community - we hope that you will support this request to establish the Gail A. Kucker Welcome Center at Salem High School.

Thank you very much for your consideration.

Sincerely,

The Salem High School Learning Community

To: The Salem School Committee

From: Ron Miano

Subject: Bertram Field

Date: July 10, 2019

To the Salem School Committee,

As you are aware the Salem Youth Football and Cheering program has had the good fortune of playing our home Football games at Bertram Field over the last 12 seasons. We are looking forward to playing our 2017 schedule at Bertram Field as well. We hope that the arrangement we have had with the City over the past three seasons will apply going forward.

You the School Committee have generously waived the rental fee; have allowed us use of the score board, PA system and the Concession area. All of these amenities are operated by adult volunteers and monitored throughout the day by our dedicated Executive Board members. We do pay the custodial fee for the dates we are there.

Since I took on the role as President of the SYF&C our partnership with the City has been mutually beneficial. We have experienced growth in both football and cheer programs, along with a good deal of success as a program. We continue to develop quality kids as well football players and Cheerleaders better prepared for their High School experience as a result. The opportunity to play our games at Bertram allows us to give our families as well as the visiting families a great experience when playing at Bertram Field.This is a very positive reflection on the City of Salem.

I ask that you continue to allow our program the use of Bertram field under our current agreement. I also invite you all out to catch a game and see what we are doing with these kids.

Regards,

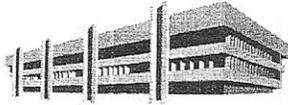
Ron



Salem Youth Football & Cheering
PO Box 268 Salem, MA 01970

THE SALEM PUBLIC SCHOOLS
OFFICE OF BUILDING SERVICES
77 WILLSON STREET
SALEM, MA 01970

PHONE 978-740-1143
FAX 978-740-1117



Mr. Paul L'Heureux
Director of Building Services

Ms. Theresa Lavorante
Secretary of Building Services

Date: 7-9-2019

REQUEST FOR USE OF BERTRAM FIELD

Name: Ron Mans

Address: 12 Buena Vista Ave. W. Salem.

Home Telephone No. 978-265-5991 Office Telephone No. 978-265-5991

Alternate Name: Maureen Fisher Alternate No.: 978-500-2493

League Name: Salem Youth Football & Cheerleading Inc.

Number of Teams: 4 Team Names: (Please list all teams on an attached sheet.)

Day(s) & Date(s) Requested: Mon. ___ Tues. ___ Wed. ___ Thurs. ___ Fri. ___ Sat. ___ Sun. X

(For league play please list all day(s) and date (s) requested on an attached sheet.)

Times Requested: AM: 8:00 PM: 4:00 (Please list various times on an attached sheet.)

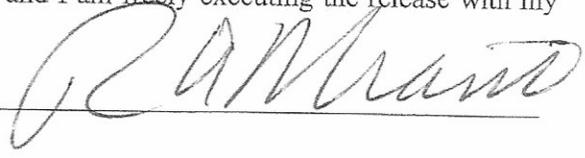
**NON-SCHOOL DEPARTMENT EVENTS MAY BE CANCELLED
WITHOUT NOTICE BY THE SCHOOL DEPARTMENT.**

Contact the Building Services Department: 978-740-1143

Liability Release for Private Recreational Leagues

In consideration of the free or paid use of recreational land owned/operated by the City of Salem for use by me as a participant, sponsor, representative or officer of a private recreational team or league or other entity or organization not sponsored by or under the control or supervision of the City of Salem, I hereby assume all risk of personal injury or death or any loss of whatever nature arising while all participants, officials, spectators, et al are approaching, entering, playing, visiting or as a spectator at an event and while leaving the Bertram Field athletic facility and recreational area. I hereby release the City of Salem, City of Salem School Department, City of Salem School Committee individually and collectively its officers, employees, agents, and servants from any liability therefore and/or for contribution as a joint tort-feasor thereof and I will indemnify and save harmless the City of Salem, City of Salem School Department and City of Salem School Committee individually and collectively its officers, employees, agents, and servants from any such liability or contribution to such liability as a result of the use of Bertram Field athletic facility and any actual or perceived negligence on my part.

I understand the language of the aforementioned agreement and I am freely executing the release with my signature.

SIGNATURE: 

To: The Salem School Committee
Kim Driscoll, Chair
Mary Manning, Vice Chair
James Fleming
Amanda Campbell
Manny Cruz
Ana Nuncio
Kristine Wilson

Regarding: Request for Exemption to the School Committee Policy on the Use of School Facilities by Non-School Groups

9 August 2019

Dear Members of the Salem School Committee,

The League of Women Voters–Salem is organizing candidate forums for the up-coming biennial elections. We have partnered with neighborhood associations, the Chamber of Commerce, the Salem Education Foundation, and other established organizations where possible. However, there are some ward candidate forums that are without a host organization and/or location, and we would like to hold these events in the schools where voting takes place. We feel that this calls attention to the polling location, which we hope will improve voter turn-out.

As a recently established and nonprofit organization, it is difficult for us to cover school building use fees. We have requested the Salem High School Library (\$100 use fee) for one forum, but are holding off on requesting to use two other schools (Saltonstall and Witchcraft Heights).

We respectfully request that you grant us a fee waiver for candidate forums. I have attached our candidate forum policy to this letter, so you can read about our nonpartisan approach to create an unbiased and respectful environment for candidates. While we are a political organization, we do not endorse or oppose any candidate; instead we focus on the issues facing Salem and look forward to giving a platform to future leaders, so they can communicate their visions and plans to the voters.

Thank you for your consideration,
Jen Lynch, Convener
On behalf of the League of Women Voters–Salem

To: The Salem School Committee
Kim Driscoll, Chair
Mary Manning, Vice Chair
Amanda Campbell
Manny Cruz
James Fleming
Ana Nuncio
Kristine Wilson

Re: Request for Exemption to the School Committee Policy on the Use of School Facilities by Non-School Groups

August 14, 2019

Dear Members of the School Committee,

The Salem Education Foundation, in conjunction with the League of Women Voters-Salem, is organizing two candidate forums for the upcoming School Committee election. At this point, we plan to hold both forums in the School Committee Chambers. This is to take advantage of the ability of SATV to broadcast the forums live, in addition to recording them for rebroadcast and online viewing. The first will be held on Wednesday September 11 and the second will be on Wednesday October 23rd. Both are scheduled to run from 6:30 p.m. to approximately 8:30 p.m.

We are requesting a waiver of the \$225 fee for each of the two dates. These forums are intended to allow voters to learn more about candidates and for candidates to get their ideas and platforms out to a broad audience. Neither SEF nor the LWV endorses candidates.

Thank you for your consideration,
Alexa Ogno, Board Member, Salem Education Foundation

LWV-Salem Policies for Candidate Forums and Debates for Municipal Elections

Adopted July 26, 2019 by the Steering Committee

These are the policies of the League of Women Voters of Salem (LWV-Salem) relating to candidate forums and debates for Salem's municipal elections. The term "forum" in the rest of this document should be taken to refer to forums or debates, unless otherwise specified.

Nonpartisanship

LWV-Salem is nonpartisan; it neither supports nor opposes candidates for office. When planning and running candidate forums, the steering committee of LWV-Salem (the steering committee) bears the responsibility of safeguarding this nonpartisan policy and the organization's nonpartisan reputation. The LWV-Salem organizers of specific forums will communicate regularly with the steering committee and inform the committee immediately of any potential problems relating to nonpartisanship.

Purpose of Candidate Forums

The purpose of candidate forums is to provide a fair, informative, respectful, and inclusive platform for candidates and others to present their views to the public. Accordingly, it is the policy of LWV-Salem to plan and run candidate forums to achieve this purpose.

Goals of Candidate Forums

The goals of candidate forums are to:

- promote interest in the election
- ensure fair treatment and a neutral environment for all candidates
- have a format that will attract and educate the public
- help voters make realistic and informed choices among candidates
- provide voters with an opportunity to judge the candidates' character, knowledge of public affairs issues, and communication skills
- document candidates' statements on their positions so they can be on record

Elections Covered by These Policies

These policies cover Salem's elections for mayor, school committee, and city council (both at-large and ward councillors).

Candidate Invitation and Participation Policies

LWV-Salem will invite all the candidates on the ballot in each contested election to participate in a forum. We will endeavor to schedule the date and time that works for all candidates.

Additionally, LWV-Salem may invite announced write-in candidates if the evidence convinces LWV-Salem that the announced write-in campaign is being conducted in earnest.

Candidates who choose not to or are unable to participate in the forum may not send a substitute, but may submit a brief statement, which will be read by the moderator.

If any candidate cancels well enough in advance of the forum to allow LWV-Salem to make other arrangements without charge or penalty, LWV-Salem will make every effort to reschedule. If a candidate cancels and the forum cannot be rescheduled, or if the candidate simply fails to appear, the forum will be held with the participation of all other candidates. This policy specifically allows “empty chair” forums at the municipal level. If only one candidate appears for a forum (the others cancel or do not appear), then the sole candidate present will be allowed to proceed in a forum format.

Format

LWV-Salem, in collaboration with any co-sponsors, will:

- choose the forum (or debate) format that best serves the goal of providing voters with useful information
- select a moderator and timekeepers
- collect and edit any questions for candidates prepared in advance of the forum
- select a sorting and editing committee for any questions submitted by the audience at the forum

The moderator will have no connection with the candidates or with issues that any of the candidates are strongly identified with. The moderator may not be identified as an official of a political party or campaign committee. Ideally, the moderator will live outside of Salem.

The members of the question committee may not have an overt conflict (ex., have publicly funded a candidate). Ideally, the members of the question committee will not be eligible to vote for the candidates participating in the forum (ex., Ward 5 residents can serve as Ward 1 question sorters). This is not always an option, however, so care should be taken to ensure that questions are presented in a neutral language to all candidates.

There are no restrictions to who serves as timekeeper.

Electioneering

No candidate literature or paraphernalia is allowed to be displayed or distributed in the meeting room before or during the forum. Supporters of the candidates are asked not to wear any campaign buttons, t-shirts, etc. during the forum in order to maintain a neutral atmosphere for participating candidates. After the actual forum, but during time designated for other purposes

such as socializing, candidate literature may be placed on the tables LWV-Salem designates for that purpose.

Behavior

All participants in forums (candidates, LWV-Salem, co-sponsors, and audience) are expected to behave respectfully to one another.

LWV-Salem and any co-sponsors will commit the ground rules of the forum to writing and share them with the candidates and audience in advance of the forum. Candidates not adhering to the forum ground rules will be considered out of order. Penalties for candidates may include immediate loss of microphone privileges and exclusion from future forums. Disruptive audience members will be warned and then may be asked to leave.

Accessibility & Inclusion

Forums will be open to the public and held in places that do not seem to exclude any potential audience members. LWV-Salem will consult with co-sponsors and the community to determine whether it is advisable to provide interpretation. When possible, forums will be video-recorded for subsequent viewing on widely-accessible platforms.

LWV-Salem and co-sponsors will plan and promote forums to be inclusive of the full range of diversity in Salem. This includes, but is not limited to, fostering participation by people of different ages, races, ethnicities, gender expressions, income levels, sexual orientations, health and ability statuses, lengths of residency, housing statuses, and household sizes and types.

Funding of Forum Expenses

LWV-Salem may solicit donations in cash or in-kind for forum expenses, but will not solicit or accept donations from candidates, persons or entities closely associated with candidates, campaigns, or political parties.

Co-Sponsorship of Forums

It is the policy of LWV-Salem to collaborate whenever possible with the organizations that ran candidate forums prior to the founding of LWV-Salem, such as the Chamber of Commerce and Civics, the Salem Education Foundation, and neighborhood associations. It is also the policy of LWV-Salem to collaborate whenever possible with new organizations seeking to co-sponsor candidate forums.

In keeping with the “Guidance for Local League Collaborations with Other Organizations” approved by the LWVMA Board of Directors on March 8, 2019, LWV-Salem has adopted the following policies:

- The LWV-Salem steering committee must approve any co-sponsorship of a forum. In doing so, the steering committee will consider carefully potential effects on the LWV–Salem’s nonpartisan status or the public’s perception of its nonpartisanship.
- The LWV-Salem steering committee cannot waive its nonpartisan policy, its general forum policies, or any procedures that ensure fair treatment of candidates.
- Co-sponsors cannot have endorsed or be affiliated with a candidate prior to the forum.
- If at any time during the planning of the forum LWV-Salem believes co-sponsorship of the forum will jeopardize its nonpartisanship, LWV-Salem will withdraw from its co-sponsorship.
- LWV-Salem will only co-sponsor a forum if the co-sponsors agree upon:
 - The format of the forum
 - Who will take the lead in contacting the candidates and negotiating disputes
 - How questions will be prepared and sorted
 - The moderator and timekeeper
 - The moderator may not be identified as an official of a political party or campaign committee or have any relationship with any of the candidates. The best practice is for the moderator to live outside the electoral district.

PERSONNEL 4000

ALL EMPLOYEES 4100

STAFF COMPLAINTS AND GRIEVANCES 4108

The School Committee will encourage the administration to develop effective means of resolving differences that may arise among employees and between employees and administrators; reduce potential areas of dispute; and establish and maintain recognized channels of communication between the staff, administration, and School Committee.

It is the Committee's desire that procedures provide for prompt and equitable adjustment of differences at the lowest possible administrative level, and that each employee be assured opportunity for an orderly presentation and review of complaints and concerns. Teachers and other school employees who are dissatisfied with a decision of a Principal or other administrator may seek review of the decision with the Superintendent. School employees who are dissatisfied with the decision of the Superintendent, may appeal a ruling of the Superintendent to the Committee, except in those areas where the law has specifically assigned authority to the Principal and/or the Superintendent and Committee action would be in conflict with law. The Committee shall not hear any complaint without the decision maker (Superintendent, Principal, or administrator) being present.

The process outlined above shall not apply to grievances subject to resolution through the grievance and arbitration clauses of the collective bargaining agreements between the Committee and the various unions. Such grievances shall be handled in accordance with the negotiated terms of the relevant agreement.

Contract Ref.: All Contract Agreements

Legal Reference: MGL 150E: [5 and 8](#)

[Reviewed and Referred by the Policy Subcommittee on 5/10/19](#)

[First Reading: 6/17/19](#)

[Second Reading: 7/15/19](#)

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... [1]

STUDENTS AND INSTRUCTION 5000

ATTENDANCE 5100

ENROLLMENT – SALEM RESIDENTS 5102

Any child who is of school age and resides in the City of Salem may attend the Salem Public Schools.

RESIDENT CHILDREN

1. Children must be 5 years old on or before August 31st of any given year, as verified by a birth certificate, to be eligible for Kindergarten that September. Children who are 6 years old on or before August 31st of any given year, as verified by a birth certificate, must enroll in grade one (1) that September. This enrollment policy does not apply to the trimester age requirements at the Carlton Elementary Innovation School, so long as the Carlton Innovation Plan specifies this provision.
2. Children who wish to enroll in the Salem Public Schools, and who have previously attended other approved schools, must present evidence (school records) of satisfactory completion of prior grade requirements, and must be recommended by the sending school for grade assignment. Health records, including proof of required vaccinations must be received prior to the student starting in the Salem Public Schools.
3. Adult students (those over 18 years of age) whose parents or guardians do not reside in Salem are eligible to attend Salem Public Schools if the student is a legal resident of the City of Salem.

A child is eligible to attend the Salem Public Schools if the child is living with a Salem resident by arrangement with the Executive Office of Health & Human Services or by court order, even if the child's parents or guardians are non-residents.

Parents, guardian, or students 18 years or over, may appeal an administrative decision concerning school attendance to the Superintendent of Schools. In the event the appellant is not satisfied with the Superintendent's decision, he or she may appeal the decision to the School Committee. The granting of such a hearing before the School Committee shall not constitute an admission by the School Committee that it has failed to furnish school accommodations. In any such hearing before the School Committee, it shall be the burden of the appellant to show that the School Committee has failed to furnish school accommodations.

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At the end of each school year, the Superintendent shall review each student older than 18 for approval or denial of attendance for the ensuing school year.

Legal Reference: MGL [76:1](#)

[Reviewed and referred by the Policy Subcommittee 5/10/19](#)

[First Reading: 6/17/19](#)

[Second Reading: 7/15/19](#)

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STUDENTS AND INSTRUCTION **5000**

ATTENDANCE **Annual Review** **5100**

ENROLLMENT OF NON-RESIDENT STUDENTS/SCHOOL CHOICE **5102.01**

Massachusetts General Laws Chapter 76, Section 12B, paragraph (d) states in part: "...that this obligation (school choice) to enroll non-resident students shall not apply to a school department for a school year in which its School Committee, prior to June first, after a public hearing, adopts a resolution withdrawing from said obligation for the school year beginning the following September..." Therefore, the Salem School Committee shall vote annually as to whether the District is accepting students under the school choice option.

When the parents or guardian of a student move from Salem and wish to have their children attend the Salem Public School in the forthcoming or ongoing school year, the students may stay in the school under the conditions indicated below with the permission of the principal in consultation with the superintendent:

A child may continue in attendance for the purpose of completing the school year, provided that the period of time since the relinquishment of residence and the end of the school year does not exceed three (3) calendar months. In situations of hardship, a family may appeal to the superintendent to waive this condition.

A student who has continuously attended Salem High School for the three (3) years prior to his or her senior year, may complete his or her senior year at Salem High School, regardless of the residence of his or her parents.

Legal References: MGL 71:6, 6A; 76.6, 12, and 12B

Reviewed and referred by the Policy Subcommittee 5/10/19

First Reading: 6/17/19

Second Reading: 7/15/19

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STUDENTS AND INSTRUCTION 5000

ATTENDANCE 5100

POLICY ON ADMISSION OF FOREIGN EXCHANGE STUDENTS 5102.04

The Salem School Committee recognizes the value of enrolling students from other countries who wish to attend school in the United States as part of a foreign exchange experience. In support of such programs we have established the following requirements:

The SPS will annually accept, on a tuition-free basis, a limited number of students residing outside of the country into the Salem Public Schools. The number and grade level of students will be determined by the School Principal and the Superintendent. Students seeking to participate in this program shall:

- be sponsored by an officially recognized exchange program as determined by the Council on Standards of International Travel & Exchange Programs (CSIET www.csiet.org). The sponsoring agency will be responsible for the student’s welfare including medical care, insurance, living arrangements, transportation, etc. throughout the duration of his/her stay.
- have met US State Department visa and sponsoring organization’s program requirements
- reside with a host family living in Salem. (In the event that the student’s host family moves from Salem, the student will also be expected to enroll in their new school of residence.)
- have completed all registration forms and provided copies of pertinent medical and educational records to the school principal **thirty (30) days** prior to the start of the school year.
- provide the school with a copy of his/her exchange program application/packet, information on his/her background and an opportunity to be interviewed.
- have an understanding of and the ability to speak English.
- agree to comply with all school rules and expectations.
- be responsible for all of the customary costs comparable to those paid by students enrolled in the school.

In return, the Salem Public Schools through our staff will provide:

- the opportunity to participate, as a full-time student, in the appropriate grade level program of studies as offered to Salem residents
- the ability to participate in extra-curricular activities including the chance to try out for and participate in extracurricular sports as allowed by MIAA.
- guidance as to what credits earned may be transferred to the student’s school of origin. (If students enroll in SHS for their senior year, they may participate in the graduation activities but will not be eligible to receive a SHS diploma.)

Reviewed and referred by the Policy Subcommittee 5/10/19

First Reading: 6/17/19

Second Reading: 7/15/19

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STUDENTS AND INSTRUCTION	5000
<u>ATTENDANCE</u>	<u>5100</u>
CONTROLLED CHOICE STUDENT ASSIGNMENT	5103

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History and Rationale

The Salem School Committee (the Committee) holds its core values of equity & access in high regard (see SC Policy #6101 for core values). The Committee further believes that when students are assigned to schools based solely on the geographic location of a student’s home address, the likelihood of creating schools with student bodies that are inequitable in terms of the socioeconomic status as well as other factors associated with diversity is increased. For this reason, since the 1980s, the Salem Public Schools has followed a voluntary desegregation plan known as a controlled choice student assignment policy.

SPS Core Value of Equity and Access:

SPS is committed to identifying and eliminating any and all barriers to educational achievement. To this end, we promote policies and practices that are fair and just and make learning opportunities – in and out of school – fully accessible to all. We commit to ensure every student, regardless of background, meets our high standards for achievement, participation, and growth.

A controlled choice student assignment policy allows Salem families the opportunity to access all of the district’s schools and educational offerings regardless of where they live. A choice-based system also helps to ensure that the diversity of our community is reflected in the student body attending all of the city’s schools. Other benefits of a controlled choice student assignment system include:

- Offers parents and families the opportunity to proactively identify their choice of schools, ranked in order of preference, that are best suited for their children
- Eliminates the need to continually redraw attendance boundaries due to changes in the housing patterns throughout the District

Jill Conrad 6/10/2019 2:30 PM
Comment [1]: See proposed revision re Withdrawals on page 11 of this policy.
 See also proposed revision regarding timing of enrollment targets on page 3 and 4

STUDENTS AND INSTRUCTION **5000**

ATTENDANCE 5100

CONTROLLED CHOICE STUDENT ASSIGNMENT 5103

- Offers parents and students an assurance that once students are enrolled in a school, they may remain in that school through the highest grade available
- Promotes academic excellence in all schools by allowing students of different backgrounds to learn with and from each other
- Promotes socio-economic (SES) and other forms of diversity in the schools.
- Allows the District to monitor and manage class size at each building
- Provides the District with the opportunity to monitor school choice trends to better understand the level of “demand” for each school as well as the opportunity to respond to those trends (e.g. intentionally expanding and replicating successful programs that are in high demand and/or addressing challenges in schools that have low demand)

Salem’s controlled choice student assignment policy is designed to create schools that are demographically and economically diverse and academically successful for all students who attend.

Goals of Salem’s Student Assignment Policy

The goals of the Salem Controlled Choice Student Assignment Policy are to:

1. Increase the excellence of all schools so that there are great choices across all of Salem
2. Achieve a more equitable distribution of students across the district based on socioeconomic status and other educational risk factors
3. Maximize, to the extent possible, families’ opportunities to exercise their choice of school(s) that best fits their child(ren)
4. Keep siblings together (to the extent that this is the family’s choice)
5. Increase operational efficiency by making efficient use of our facilities and reducing transportation costs (including students’ time spent on buses)
6. Ensure that the entire process, from beginning to end, is clear, transparent, and easy to understand and follow
7. Ensure that the District (and schools) conduct proactive outreach to families, and especially to those groups who are underrepresented, thereby increasing opportunities for all to exercise informed choices
8. Continuously monitor the progress of implementing the policy, including fidelity to the policy, and continuing to explore new ways to improve upon the policy or consider new methods to achieve the overall goals

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Policy Objective

The objective of the Salem Controlled Choice Student Assignment Policy is to achieve an equitable balance of student enrollment, in terms of socioeconomic status, within each of Salem’s schools. To that end, each school’s enrollment shall reflect a deviation of no more than five (5) percentage points from the average socioeconomic composition of the district’s student enrollment, as measured by the MA Department of Elementary and Secondary Education’s most recently published Economically Disadvantaged indicator.

District Procedures for Determining the Number and Type of Seats Available

The following procedures shall be used to determine the number and types of seats available for family choice:

1. Calculate enrollment projections and determine each school’s capacity to serve, by grade level.

Each fall, the Superintendent shall be responsible for reviewing all available enrollment and other demographic data together with the District’s programming needs as well as each school’s enrollment capacity, to make an annual determination as to the number of students who can be assigned at each grade in each school. The annual determination will be based on the projected district-wide enrollment of each grade, the average class size at each grade, and the number of enrollment strands that can be accommodated in each school. This determination shall include any spaces earmarked for programmatic needs such as substantially separate special education, English Language Learners (ELL), including those who are newcomers, or other specialized programs designated by the Superintendent, within each school.

2. Set annual enrollment targets for each individual school that move each school closer to the policy objective of within 5% of the district-wide average for students’ socioeconomic status (SES).

In January of each year, prior to the annual Kindergarten Information Night, the Superintendent shall set annual enrollment targets for each individual school, based on the state’s most recently published data regarding each school’s percentage of Economically Disadvantaged students. In the event that these data are not published on the state website prior to the Kindergarten Information Night, enrollment targets shall be delayed until the data needed are published.

The goal of these annual, school-based enrollment targets is to increase the equitable distribution of students of different backgrounds across the district and to ensure that students who face multiple barriers to success in education are not concentrated within one or more schools.

The socioeconomic status (SES) of each student shall be determined by the degree to which the household income of each student meets the federal standards for low-income as published annually by the U.S. Secretary of Agriculture and/or the degree to which each student participates in specific state or federal programs that otherwise qualify them as low-income.

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These annual enrollment targets shall include two categories for each school:

- a) **Low-Income (LI):** Percentage of seats available for students whose household income qualifies them as low-income, according to the above criteria;
- b) **Non-Low Income (Non-LI):** Percentage of seats available for students whose household income does not qualify them as low-income, according to the above criteria.

The annual enrollment targets for each category shall be based on an analysis of each school's **October 1st** enrollment in terms of its socioeconomic status (SES) **as published on the state website** -- based on the percentage of Economically Disadvantaged (ED) students enrolled – relative to the district-wide average of ED students. The target set for each school should give higher priority to the category that needs to be increased within that school, in order to move closer to the district-wide average, and a lower priority to the category that needs to be decreased. By prioritizing the targets for each individual school in this way, over time, the school's enrollment will be within five percentage points of the district average.

For example, to illustrate how this might work, if the district's average enrollment is 50% low income and 50% non-low income and one school's current enrollment is 75% non-low income and 25% low income, setting an enrollment target for this school of 75% low-income and 25% non-low income would prioritize the low-income category by allowing more of the available seats to be filled by students who fall into this category. This would mean that 75% of the available seats in the school would be assigned to incoming students who qualify as low-income and 25% of the available seats in the school would be assigned to incoming students who do not qualify as low-income.

Similarly, an enrollment target of 60% low-income and 40% non-low income would also weight enrollment in the direction of the district-wide goal of being within 5% of the district's average, but this target would be more moderate, in terms of meeting the objective, than the first example.

The Superintendent shall be responsible for setting enrollment targets based on each school's enrollment data relative to the district-wide average for the previous year. No school's enrollment target shall be set in a way that moves the balance of enrollment away from the objective, further contributing to inequitable enrollment within a school.

The school's enrollment targets shall apply to the assignment of students entering Kindergarten as well as to all those applying to enter all other grade levels, at all points throughout the year.

3. Examine and consider additional diversity factors for the future.

While the current policy considers each student's socioeconomic status as the primary factor for achieving a more equitable distribution of students, the School Committee acknowledges the importance of other factors reflecting the diversity of our student body. Educational research recognizes that additional risk factors are associated with a student's success in school. The Superintendent is hereby charged with tracking and monitoring additional diversity factors reflected in the student body and reporting annually to the School Committee on the degree to which each school enrolls students based on these factors. Diversity factors may include race/ethnicity, disability status, English language learner status,

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homelessness (as defined by the McKinney-Vento Act), foster care, parental level of education, and other factors identified by the Superintendent. Over time, the School Committee may consider updating this policy to include a “multi-factor” approach, as many other districts implementing controlled choice student assignment have, basing student assignment on multiple factors that are known to affect the educational outcomes of students, and seeking to achieve a balance of those factors across schools.

4. Determine the availability of any in-district charter, innovation, and/or other schools that may require exclusion from this policy and require alternative approaches to student assignment.

In-District Charter Schools: Salem Public Schools currently houses a K-5 Horace Mann Charter School known as the Bentley Academy Charter School (BACS) and procedures for enrolling in a charter school are governed by state law. In accordance with state law, the enrollment of students in the BACS shall be determined by a lottery process wherein all those who “opt-in” or otherwise apply by the established deadline, have an equal chance of selection by lottery. All interested families wishing to have their children attend BACS will be given the opportunity to opt in to the lottery no later than March 1st (for the first lottery) and any other deadlines established by BACS for subsequent lotteries. This option will be available on all of the district’s standard registration forms and tracked by the Parent Information Center (PIC) and shared with BACS prior to the lottery date. Opting into the lottery will not preclude students from being considered for their three school choices through the district.

Innovation Schools: Salem currently has two Innovation Schools (the Carlton Innovation School, a K-5 Innovation School and the New Liberty Innovation School, an alternative, competency-based high school serving Grades 9-12). At this time, enrollment to the NLIS shall follow the district’s student assignment policy. Enrollment to the Carlton Innovation School, however, includes a partial exception to the student assignment policy (which is its Kindergarten assignment process by trimester, based on the timing of a child’s 5th birthday). In this school, children who turn five (5) at different times throughout the year, have the opportunity to enter Kindergarten at the start of three different trimesters -- Fall, Winter, and Spring, based on the timing of the child’s 5th birthday (before September 1 for the Fall Trimester, before December 1 for the Winter Trimester, and before March 1 for the Spring Trimester). This trimester enrollment system gives students the opportunity to start kindergarten early and the flexibility to spend additional time or to be accelerated before moving onto 1st grade.

In the future, should a new Innovation School be developed in the district that may also seek exclusion from the student assignment policy, it shall be the responsibility of the Superintendent, together with the school’s leaders, to ensure that Salem families are made aware of the specific procedures to follow, such that all families have equal opportunity to access these options.

Salem Early Childhood Center (SECC): Although initial student registration for the Salem Early Childhood Center is managed by the district’s Parent Information Center, the assignment criteria outlined in this policy do not apply to the SECC.

High Schools: Although initial student registration procedures for Salem High School and the New Liberty Innovation School are managed by the district’s Parent Information Center, the assignment

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criteria outlined in this policy do not apply to these schools. The assignment criteria also do not apply to students who attend the Salem Prep High School.

- 5. Develop materials and outreach plans to ensure the community is aware of all of the district's enrollment options, the choices available to them, registration procedures and requirements, and deadlines that may apply to them.*

Ensuring that all members of the Salem community who have school-aged children are aware of the educational options and choices available to them and have a clear understanding of what they need to do (and by what dates) in order to access their choices is critical to any choice-based student assignment system. It shall be the responsibility of the Superintendent to ensure that an effective outreach and communication strategy that reaches all members of the community, including those whose home language is not English and other frequently underrepresented groups, is undertaken. Communication and outreach activities may involve creation of a district choices guide (translated into Spanish and Portuguese), information on the district's website, holding community forums in various neighborhood locations, organizing school open houses, holding a "school options" fair, etc.

Kindergarten Registration Timelines and Procedures

The following procedures shall be used to assign students to the entering Kindergarten class for each year included in the term of this policy:

- 1. Communication and Outreach:** In the fall and early winter of each year (November through January), the Superintendent shall execute a communication and outreach plan to ensure that all families with children who will turn five (5) years of age by September 1st of the upcoming school year are made aware of the Kindergarten schooling options available to them, upcoming opportunities to learn more about their choices (e.g., school expo, school open houses, information on the website, etc.), as well as the registration process and procedures.
- 2. Kindergarten Information Night:** In January of each year, the Superintendent shall schedule at least one Kindergarten Information Night held in a central location, inviting all families known to have a child who will be eligible for Kindergarten in the fall. The purpose of this event is to inform families of the school options and choices available to them as well as the procedures, requirements, and deadlines for Kindergarten registration. The Kindergarten registration period shall begin on the first day after this event.
- 3. School Tours and Open Houses:** The Superintendent shall direct all schools to make time available for families to visit, tour the school, and learn more about the choices available to them. Steps should be taken to ensure that these tours and open houses do not interfere with the instructional time of existing students.
- 4. School Choice Selection Procedures:** All Salem parents/guardians are encouraged to review the information on school choices and procedures and shall be required to indicate on the application, in rank order, their top three (3) choices for each of their children eligible for Kindergarten.

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Ranking fewer than three schools will significantly increase the student’s chances of remaining unassigned to a school following the initial school assignment results. The availability of seat assignments decreases significantly closer to the start of school, and all parents are encouraged to register their student during the designated registration period to take full advantage of the choice program.

In addition to ranking their top three schools, parents/guardians are encouraged to consider “opting in” to the Bentley Academy Charter School lottery as well as any other magnet or other district-wide “opt in” choice opportunities that may apply. Applicants interested in these options must check the “opt in” check box on their application submitted by March 1st in order to participate in the first lottery. In the event that such applicants wish to remain in the district student assignment process, identification of their top three (3) schools, not including BACS should be included in the application.

5. **Student Registration Procedures and Requirements:** In order to qualify for assignment to a school, all parents/guardians must complete and submit all required student registration forms and required documentation, including: a) Proof of birth date; b) Proof of address (to verify residency within the City of Salem); c) Proof of parent/guardian identification; and d) Most recent immunization and physical examination records (students may be registered and receive an assignment without immunization records. However, such records must be submitted prior to starting school).

In addition, the registration forms shall seek information about each child’s demographics, household income, home language, medical history, background, and information pertaining to educational risk factors associated with success in school.

6. **Kindergarten Registration Periods:** There shall be three Kindergarten registration periods between January and September, which is the start of Kindergarten in the following year. The first two registration periods shall be processed in “batches” that have an established window with a clear deadline. Applications received within each batch window are processed according to the selection criteria, regardless of the date that each application was received (so long as it was within each respective batch window).

Those applying after June 30th shall be processed using the same assignment criteria, but on a rolling basis, based on the date when each completed application is received. Families are encouraged to apply as early in the process as possible as the available space and choices become more limited later in the year.

- a. **Batch 1 (January through March 1):** All applications received between January (on the day following the Kindergarten Information Night) and March 1st shall be processed as Batch 1 applicants. Applicants interested in exercising a sibling preference must apply within Batch 1 and must submit their application **no later than February 20th**.

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- b. **Batch 2 (March 2 through June 30):** All applications received between March 2nd and June 30th shall be processed as Batch 2 applicants.
- c. **Rolling Enrollment Period (July 1 through start of school):** All applications received after June 30th through the start of school in the following year, shall not be processed as a batch, but rather, on a rolling basis.

Student Assignment Priorities and Criteria

The following priorities, presented in order of priority to be considered, shall be used when assigning students to a school.

1. **Programmatic Placements:** Students who qualify for one of the district’s specialized programs (e.g., substantially separate special education program or other programs designated by the Superintendent) shall be assigned to schools according to their specific programmatic needs, regardless of other provisions of this policy. Students who no longer require a substantially separate special needs program shall be considered established students with priority status in their current school. They shall, thus, be mainstreamed in the school that houses their former specialized program unless their parents request a transfer under the assignment process.
2. **Sibling Preference:** Siblings of a student already enrolled in a school shall be given the opportunity to attend the same school, provided there is space available. For younger siblings who are entering Kindergarten in the following year, *the deadline to submit a complete registration packet and indicate a sibling preference for Kindergarten registration shall be February 20th of each year.* While every effort will be made to keep siblings of newly registering families together, when this be the family’s choice, Kindergarten applications received after the February 20th deadline will not have the benefit of the sibling preference priority status. Students assigned under the sibling preference priority shall also be counted within their respective socioeconomic status category as described below. Siblings of older children already attending the school shall have priority for assignments, provided there is a space available within their applicable socioeconomic status category.
3. **Choice of School:** Following the deadlines for each of the batches, applications received within each batch (e.g., Batch 1 and Batch 2) shall be sorted based on their first choice of schools. Applications will then be further sorted based on their student socioeconomic status categories as described below.
4. **Student Socioeconomic Status:** Within each batch and first choice of school, applicants shall be sorted into the following two categories:
 - a. **Low-Income (LI).** Low-income families are those whose household income level qualifies them for free and/or reduced-price lunch using the income standards set annually by the US Department of Agriculture and/or the degree to which each student participates in specific state or federal programs that otherwise qualify them as low-income.

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b. **Non-low Income (Non-LI).** Non-low income families are those whose household income level does not qualify them for free and/or reduced-price lunch using the income standards set annually by the US Department of Agriculture.

5. **Proximity to the School:** Within each of the socioeconomic categories (within each batch), applications shall then be sorted by their proximity to the school, with those who live closest to their first choice of school to be processed first, followed by those who live further away. Those whose first choice of school is within 1 mile (as determined by Google Maps, walking distance), shall be given priority within the category and assigned first.

Student Assignment Procedures (Kindergarten)

1. **School-Level Student Assignment Targets:** Once the sorting of applications is completed according to the criteria described above, students will be assigned to their first choice of school, based on the number of seats available within each of the categories. As described above, the availability of seats within each category shall be determined by the annual enrollment targets that are set for each individual school.
2. **Procedures When the Number of Applicants Exceed Space Available:** If the number of applicants within each category exceed the number of spaces available within the first choice of school, remaining applicants shall be added to the appropriate categories for their second choice school and placed on a waiting list for their first choice through September 30th of each year. If the number of applicants for a second choice school exceed the number of spaces available, remaining applicants shall be added to the appropriate subcategories for their third choice of school. If there is no space available within the appropriate subcategory for any of the three school choices, then the student shall be assigned to the closest school that has space availability within their respective subcategory.
3. **Processing Timelines:** Once the sorting of applications is completed according to the criteria described above, students will be assigned. Depending on the size of the applicant pool within each batch, this process may take several weeks to complete. Applications received within the Batch 1 period shall be assigned on or around May 1st. Applications received within the Batch 2 period shall be assigned on or around July 1st. Applications received after June 30th shall be processed as they arrive.

Applicants who “opt in” to the BACS or other lottery within the district by March 1st will be notified by the school whether or not they were selected and will have up to 18 days to confirm acceptance of the seat. Applicants who participate in the BACS lottery may remain within the district choice process as well.

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- 4. Notification and Confirmation of Assignment.** For Batch 1 and 2 applicants, families will generally be notified of their student’s assignment in writing. Parents/guardians are asked to return the confirmation form(s) to the Parent Information Center (PIC) within ten (10) calendar days so that any seats that are declined may be offered to others who have chosen that school. Applicants who apply during the rolling admission period may be notified of assignments and require confirmation over the phone within a shorter timeframe if the timing is close to the start of the school year.
- 5. Waiting Lists.** Applicants who do not receive their first choice of school shall automatically be placed on a waiting list for that school within their respective socioeconomic and/or risk factor subcategory. The order of priority for Waiting Lists shall be those who did not receive their first choice within Batch 1 applications (sorted by order of proximity to the school), followed by those who did not receive their first choice within Batch 2 (sorted by order of proximity to the school). Should a space become available within the applicant’s respective socioeconomic and/or risk factor subcategory, applicants will be contacted by a representative from the PIC and offered the spot. Applicants shall have 24 hours to confirm acceptance of the spot. If the spot is declined, it will be offered to the next person on the waiting list and so on.

Waiting lists for Kindergarten Registration shall be maintained and processed between March 1st and September 30th of each year. Families interested in changing their school assignments after that date, must submit a transfer application through the in-district transfer process.

- 6. Walk-in Registrations During the Summer and School Year.** Families with school-age children who move to Salem over the summer or during the school year are considered “walk-in” registrations and shall be processed on a rolling basis, following the same procedures described above. Assignments shall be made according to the above criteria, to the extent possible. Should there be no seats available within the applicant’s subcategory for any of their three choices of schools, they will be assigned to the closest school with space available in their category. Should there be no space available within their category at any school in the district, students will be assigned to the school closest to their home that has available space. The Superintendent shall be responsible for keeping a log of each instance where this occurs, reporting this annually to the School Committee, and using this information to inform enrollment targets for the future.

Student Assignment Procedures for Incoming Students in Grades 1 through 12

The school choice, registration, and student assignment procedures, including the establishment of school enrollment targets described above shall also apply to applicants for Grades 1 through Grade 12. The processing timelines and deadlines for “batch” applications do not apply.

It shall be assumed that, unless otherwise requested by a parent/guardian or Superintendent, all students enrolled in an existing school may continue within that school until they reach the highest grade level offered within that school. For students who have completed 5th grade in one of the district’s K-5 elementary schools, it shall be assumed that they will matriculate to 6th grade at the Collins Middle School unless otherwise notified by the family. Parents/guardians of fifth (5th) graders (who did not attend an

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existing K-8 school) who wish to apply for 6th grade at one of the district's other schools containing a 6th grade, must submit a transfer application to the Parent Information Center (PIC) no later than June 30th. Applicants for entry into 6th grade at one of the district's K-8 schools shall be processed according to the above guidelines and criteria.

In-District Transfers

Families seeking to transfer from one school to another must submit a transfer request application through the Parent Information Center (PIC). Transfer requests for the future school year shall be accepted at any time. Transfer requests pertaining to a current school year must be received prior to September 30th of that school year. Only the Superintendent can authorize a transfer for the existing school year after September 30th. When a student seeks an in-district transfer from one school to another, the guidelines of this policy regarding space availability within each school's enrollment targets shall be applied.

Withdrawals

If a student is withdrawn from the school for any reason and later returns to the district, the student shall be considered under the same guidelines as a newly entering student (spaces within their former school shall not be held). The only exception shall be for an enrolled student whose parent or guardian relocates due to an active military member deployment and later returns to Salem. To be eligible to return to the school, the family must submit a written request to the Superintendent within the school year prior to the families return. Upon receipt of this request, the Superintendent shall determine whether or not the request to return to the student's previous school can be accommodated based on the availability of seats.

If a student is absent from a school for 12 consecutive scheduled school days without acceptable medical or other documentation (constituting an unexcused absence), it shall be the policy to withdraw the student from the school for non-attendance. Should this occur, the student may not be eligible to return to the school he or she previously attended. Absence without acceptable documentation constitutes voluntary withdrawal from the district and the student may be considered under the same guidelines as a student newly entering the district.

Duration of this Policy and Review Period

This policy shall remain in effect for a period of five years, according to the following schedule:

Year	Assignment Period	School Year Begins
Year 1 (SY 2018-19)	January through August 2018	September 2018
Year 2 (SY 2019-20)	January through August 2019	September 2019
Year 3 (SY 2020-21)	January through August 2020	September 2020
<u>Year 4 (SY 2021-22)</u>	<u>January through August 2021</u>	<u>September 2021</u>
<u>Year 5 (SY 2022-23)</u>	<u>January through August 2022</u>	<u>September 2022</u>

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The Superintendent shall monitor the annual implementation of this policy and maintain data that can be used to evaluate its effectiveness in achieving the above goals and objective.

In addition, over the course of the next five years, the Superintendent shall be responsible for continuing to research ways to improve upon this policy, for the future, including exploring the possibility of utilizing student assignment software programs and seeking additional input from members of the community.

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Over the next five years, the Superintendent will work together with the School Committee to coordinate a series of community engagement forums that enable members of the community to discuss the benefits and challenges associated with the student assignment policy, provide feedback, and share their views about the future of student assignment in the district.

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In December 2022 (in time for the January through August 2023 Assignment Period), the School Committee shall consider the feedback provided to either renew or revise this policy or determine a new policy to govern the assignment of students for the 2023-24 school year.

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Allocation of Resources to Support the Successful Implementation of Controlled Choice

The Committee recognizes that in order to have an effective process for assigning students using a controlled choice policy, adequate resources and support are needed to ensure its success, including resources supporting the communication and outreach to parents. The Superintendent shall be responsible for identifying and requesting the resources needed to implement this policy including the coordination and management of student assignment for the district, communication and outreach to families, and other necessary supports to ensure the successful implementation of this policy.

Reviewed and referred by the Policy Subcommittee 6/18/19 and updated on 7/8/19

First Reading: 6/17/19

Second Reading: 7/15/19

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STUDENT ASSIGNMENT - VOCATIONAL TECHNICAL EDUCATION PROGRAMS	5103.01

The School Committee establishes the following requirements and conditions regarding the admission of students to vocational-technical programs offered by the Salem Public Schools.

1. Enrollment in Salem High School's vocational-technical programs shall be limited by the following factors: (a) what is required for effective learning conditions to obtain in each program; (b) what is required for the learning environment to be safe for students and instructors; and (c) the Massachusetts Department of Elementary & Secondary Education's Chapter 74 requirements for maximum class size and other pertinent matters within the purview of the Department and the Massachusetts Board of Education.
2. A student who has participated in vocational-technical exploratory programs will be admitted to a specific regular vocational-technical multi-year program based on (a) a formal evaluation of that student's performance, including her/his demonstrated motivation and effort, made by the teacher of the exploratory program (e.g., automobile technology, culinary arts, etc.) to which the student is seeking regular admittance, and (b) the availability of space consistent with the restrictions set forth in Paragraph 1, above.
3. Consistent with standard practices at Salem High School for quarterly reporting of student performance, mid-quarter and quarterly formal evaluations of each student's performance in a given exploratory subject course shall be completed by the student's exploratory subject teacher. Consistent with federal and Massachusetts student records and privacy statutes and regulations, these evaluations shall be made available in a timely manner to each student and to that student's parent or guardian.
4. A decision not to admit a student to a vocational-technical program may be appealed to the Principal of Salem High School. Any such appeal shall be made in writing, and shall be submitted to the Principal not later than seven (7) school days after the student receives notice that she/he has not been admitted to the program to which she/he was seeking admittance. The Principal shall make a determination on the student's admittance to the specific program whenever an appeal is duly submitted. The Principal's determination in the matter shall be final.
5. Chapter 74 Vocational programs at Salem High School shall be offered, on a space available basis, to students residing in communities which do not have Vocational programs and/or to whom programs are closed.

The sending communities of such students shall be charged tuition at a rate established by the Department of Elementary and Secondary Education.

Acceptance or rejection of such applications shall be made by the Principal of Salem High School.

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Consistent with the requirements and limitations described in pertinent federal and Massachusetts law, no Salem High School student shall be excluded from enrollment in a vocational-technical course or program on the basis of that student's handicap or disability, or on the basis of her/his English language proficiency.

Legal References: [MGL 74:13, 14; 71:34D, 34E; 603 CMR 4.00, 23.07; USC 20:1232g; 34 CFR Pt. 99;](#)

Reviewed and referred by the Policy Subcommittee 5/10/19

First Reading: 6/17/19
Second Reading: 7/15/19

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STUDENT ASSIGNMENT – ENROLLMENT OF STUDENTS FROM OTHER SCHOOLS **5103.02**

The Salem School Committee recognizes that a student residing in Salem may wish to enroll in the Salem Public Schools through transfer from another school. To maintain enrollment stability, encourage promotion based on academic standards, and discourage social promotion, the Superintendent of Schools shall ensure that the principal of the school in which said student seeks enrollment, or the principal's designee, consults with the student's sending school regarding academic placement and eligibility for graduation; and that, on the basis of such consultation, as well as other pertinent information available, when the student enrolls she/he enters at the grade level and, where applicable, with the accumulated earned credits toward graduation that the Salem Public Schools determines is appropriate. The time of the school year when the student seeks to enroll shall be a factor in determining the student's grade level, program of study to be completed, and, where applicable, calculation of credits that have been earned toward graduation. The Salem Public Schools may determine that a student seeking enrollment after the mid-point of the academic year may not be eligible for promotion or graduation in that academic year.

Reviewed and referred by the Policy Subcommittee 5/10/19 – this policy is recommended for deletion

First Reading: 6/17/19
Second Reading: 7/15/19

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STUDENTS AND INSTRUCTION

5000

ATTENDANCE

5100

AGE MAJORITY

5104

Any student reaching the age of 18 may apply for age majority status. Age majority, in effect, allows the student to be recognized by the school as an adult so that they may be accorded the privileges of an adult. As an adult, the student may sign attendance records, including dismissal notes, request records, and other similar types of activities. Majority status is a privilege, not a right.

For pertinent information, refer to the student handbook.

Legal status: Students reaching the age of 18 are afforded the right to vote by Federal Statute

Reviewed and referred by the Policy Subcommittee on 5/10/19 – recommend deletion of this policy

First Reading: 6/17/19

Second Reading: 7/15/19

STUDENTS AND INSTRUCTION 5000

ATTENDANCE 5100

FLAGS AND THE PLEDGE OF ALLEGIANCE 5105

Flags shall be displayed outside of each school building, in each assembly hall or other room in each school where the opening exercises on each school day are held, and in each classroom. Daily, in each classroom, the class will salute the flag and recite the Pledge of Allegiance. No teacher or student shall be forced to salute the flag or recite the pledge. Individuals who choose not to participate shall remain silent and shall not pose a distraction during the pledge.

Legal Reference: MGL 71:69

[Reviewed and referred by the Policy Subcommittee on 5/10/19](#)

[First Reading: 6/17/19](#)

[Second Reading: 7/15/19](#)

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September 8, 2015 .

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September 21, 2015 [1]

STUDENTS AND INSTRUCTION 5000

ATTENDANCE 5100

EVACUATION (FIRE DRILLS) 5106

Principals shall be responsible for the training and instructing of their pupils in fire safety by means of fire drills so that they may be able to evacuate the building quickly without confusion. Such drills shall be held in each school as required by the Code of Massachusetts Regulations and at other times as directed by the superintendent, and following the recommendations and regulations of Salem Fire Department. A minimum of 4 fire drills will be held each year and students new to a school will be advised of fire evacuation procedures within 3 days after entering school.

Reviewed and referred by Policy Subcommittee 5/10/19

First Reading: 6/17/19

Second Reading: 7/15/19

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STUDENTS AND INSTRUCTION

5000

ATTENDANCE

5100

SCHOOL DAY

5107

The hours during which the schools will be open and classes held will be determined by the superintendent in keeping with the Education Reform Act of 1993 and the “Time and Learning Regulations” contained therein.

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Refer to the [district website or](#) appropriate student handbook for starting and ending times.

Legal Reference: 603 CMR 27.00

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[Reviewed and referred by the Policy Subcommittee 6/13/19](#)

[First Reading: 6/17/19](#)

[Second Reading: 7/15/19](#)

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February 2016

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STUDENTS AND INSTRUCTION 5000

ATTENDANCE 5100

SCHOOL YEAR/SCHOOL CALENDAR 5108

The public school calendar for the ensuing year will be prepared by the superintendent and submitted to the School Committee for approval before the end of the current school year. Such calendar(s) shall be prepared for each school in the district. The number of days or instructional hours scheduled for the school year will be determined in accordance with the regulations set forth by the Massachusetts Board of Education as well as all relevant collective bargaining agreements.

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For the information of staff, students, and parents, the calendar will set forth the days schools will be in session, as well as holidays and vacation periods and the dates and times of professional development sessions during which there will be no class.

Final approved calendars shall be made available on the district website.

Legal Reference: 603 CMR 27.00
Collective Bargaining Agreements

Reviewed and referred by the Policy Subcommittee 6/13/19

First Reading: 6/17/19
Second Reading: 7/15/19

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STUDENTS AND INSTRUCTION

5000

ATTENDANCE

5100

WORK PERMITS

5112

Work permits are provided through [Salem High School \(for those students enrolled at the high school\)](#) or the business manager's office [\(for all other students\)](#). Students between the ages of 14 and 16 must have a job or a written show of evidence of a job offer before they may be issued a work permit.

[Reviewed and referred by the Policy Subcommittee on 6/13/19](#)

[First Reading: 6/17/19](#)

[Second Reading: 7/15/19](#)

STUDENTS AND INSTRUCTION **5000**

ATTENDANCE **5100**

WORK HOURS **5113**

The Salem School Committee recommends that while students are enrolled in school, they work no more than 20 hours per week except during school vacations.

Reviewed and referred by the Policy Subcommittee on 5/10/19

First Reading: 6/17/19
Second Reading: 7/15/19

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STUDENTS AND INSTRUCTION	5000
<u>ATTENDANCE</u>	5100
DISMISSAL AT PARENTAL REQUEST	5115

A student may only be dismissed from a Salem public elementary school to a parent, guardian, or representative previously designated in writing appearing personally at the school.

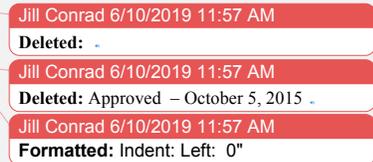
At the middle school and high school levels, students may be dismissed at the discretion of the principal, providing that a written, dated request, signed by a parent or guardian, is presented in advance.

The principal or his/her designee may verify requests for dismissal by telephone if the parent or guardian in person does not present the written request.

Approval of requests must be by the Principal or his/her designee.

Reviewed and referred by the Policy Subcommittee 5/10/19

First Reading: 6/17/19,
Second Reading: 7/15/19



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STUDENTS AND INSTRUCTION

5000

INSTRUCTIONAL PROGRAM

5200

STUDENT ADVISORY COMMITTEE

5223

The School Committee shall meet at least once every other month, beginning in October, during the school year with a Student Advisory Committee (SAC) to consist of at least 7 members composed of 5 students elected by the student body of Salem High School, 1 student elected by the student body of New Liberty Innovation School, and 1 student elected by the Salem Prep High School student body. The leadership of the schools shall make every effort to recruit students who are representatives of the diversity of each school to seek election to this body. The leadership of the school shall also provide a report on the results of the SAC elections, including the process for selecting representatives o the School Committee by June 30 of each year.

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The Student Advisory Committee (SAC) shall elect a chairperson to facilitate its own meetings and to represent the committee as an ex-officio member of the Salem Public Schools School Committee. The Student Advisory Committee chair will participate in regular School Committee meetings as a non-voting member. S/he will not have the right to attend Executive Sessions of the School Committee.

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The SAC Chair shall provide the School Committee with a report on the SAC activities in December and in June.

Legal Reference: MGL 71:38M

Reviewed and referred by the Policy Subcommittee on 5/10/19

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First Reading: 6/17/19
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STUDENTS AND INSTRUCTION

5000

STUDENT CONDUCT

5400

TOBACCO USE POLICY

5402

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The School Committee does not tolerate use, service, possession or consumption of tobacco. Smoking, chewing, vaping or other use of tobacco products (including e-cigarettes and any other tobacco-like substance prohibited by the school) by staff, students, and members of the public shall be banned from all District buildings. All forms of tobacco use shall be prohibited on all District property. In addition, tobacco use by students is banned at all school-sponsored functions, whether the function takes place on or away from school property. Students and/or their guests who violate this policy shall be subject to consequences outlined in the student handbook and in accordance with state and federal law.

LEGAL REF: M.G.L [71:37H](#)

CROSS REF.: [ADC](#), Smoking on School Premises

GBED, Tobacco Use on School Property by Staff Members

Reviewed and referred by the Policy Subcommittee 5/10/19

First Reading: 6/17/19

Second Reading: 7/15/19

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STUDENTS AND INSTRUCTION **5000**

STUDENT CONDUCT **5400**

SCHOOL PROPERTY **5413**

All books and other materials or equipment issued to students are the property of the Salem School Department. The students must pay for lost or damaged books or other school property. Failure to provide restitution for damaged or lost school property before graduation may result in the student's actual diploma being withheld at the graduation ceremony, not to be officially delivered until full restitution is made.

Accidental damage of school property should be reported immediately. Willful damage will be treated as a major infraction, and the student and parent/guardian will be held financially responsible. Disciplinary action may also be administered.

Students, who willfully or by neglect, destroy, deface or damage school property in any way, shall be severely disciplined. Any disciplinary action shall include a notice to parents, and or police, and a full reimbursement of school funds used to repair damage to said property. Refer to Vandalism, Policy #5414.

Student lockers, desks and other equipment or furniture are also the property of the school. An administrator may inspect the contents of any locker without notice.

Nothing stated within will supersede a student's right under PL 94-192, Section 504 of the Rehabilitative Act or other student civil rights regulations.

Approved: August 20, 2018

Reviewed and referred by the Policy Subcommittee 6/13/19

First Reading: 6/17/19

Second Reading: 7/15/19

STUDENTS AND INSTRUCTION **5000**

INTERNET ACCESS NETWORK **5500**

RESPONSIBLE USE POLICY **5501**

SALEM PUBLIC SCHOOLS' ELECTRONIC TECHNOLOGY and MEDIA

The Salem School Committee recognizes the importance of technology and electronic media to contemporary education, and holds that their use is essential to the day-to-day administrative operations of schools. The Committee sees these media as tools to foster learning and as an integral part of the functioning of contemporary society. The Committee further recognizes, however, that the power of this technology brings with it certain responsibilities and risks for those who use it.

The Committee therefore establishes that any use of the Salem Public Schools' technology and electronic media be permitted only after the prospective user, whether the user is a student or an employee, has read and signed a Responsible Use Agreement for the use of the District's technology and electronic media. Any person signing a Salem Public Schools Responsible Use Agreement shall ensure that the uses to which that individual puts the district's electronic technology, including Internet access in school facilities, shall be consistent with the mission of the Salem Public Schools.

The Superintendent of Schools shall see to the drafting of a Responsible Use Agreements appropriate to the age and role of the technology and electronic media user. The School Committee shall review and approve the Responsible Use Agreements that are utilized in the Salem Public Schools.

All materials produced and communications recorded in any fashion using Salem Public Schools technology are covered by the Massachusetts Public Records Law (MGL c. 4 § 7, c. 66 § 10), and may be subject to production pursuant to the provisions of the Public Records Law.

References

MGL c. 4 § 7, c. 66 § 10

Policy 5805 , Cell Phones and Electronic Devices

Policy 5401.01, Anti-Bullying and Cyber-Bullying

Policy 5413, School Property

The Superintendent's Responsible Use Agreement

Approved: August 20, 2018

Reviewed and referred by the Policy Subcommittee 6/13/19

First Reading: 6/17/19

Second Reading: 7/15/19

PERSONNEL	4000
<u>ALL EMPLOYEES</u>	4100
PERSONNEL REPORT	4116

The superintendent or his designee shall provide the School Committee with a detailed personnel report three times per year (October, February, and July). Said report shall contain information on resignations and retirements (including length of service), newly hired personnel (including education, experience and certifications) and unfilled positions.

Reviewed and referred by the Policy Subcommittee 7/8/19

First Reading: 7/15/19

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STUDENTS AND INSTRUCTION	5000
<u>ATTENDANCE</u>	<u>5100</u>
SCHOOL CENSUS	5110

State law makes the following provisions regarding the enumeration of school age children in the system:

The School Committee of each town shall ascertain and record the names, ages and such other information as may be required by the Department of Education, of all minors residing therein between 5 and 16 years, and of all minors over 16 who do not meet the requirements for the completion of the sixth grade of the public schools of the town where they reside. The School Committee of each town shall also ascertain the number of pupils, regardless of age, whose parents or guardians are residents of the town who are enrolled for full-time attendance in kindergarten and grades up to and including grade 12, in public and vocational schools and classes in the Commonwealth and non-public schools anywhere.

Further:

The superintendent of schools of each town shall file annually on or before the date prescribed by law with the Commissioner of Education, on forms provided by the Department of Education, a sworn statement reporting the number of minor children whose parents or guardians were residents of the town and who were enrolled on the preceding January 1st for full-time attendance in the following schools and classes, respectively, including kindergarten, and grades 1 - 12:

Pupils in schools and classes in the city or town under the control of the School Committee, excluding pupils in schools and classes of regional school districts;

Pupils in schools and classes of a regional school district, which includes the city;

Pupils in schools and classes elsewhere in the Commonwealth under the control of the School Committee;

Pupils in vocational schools and classes in the city under the control of the local trustees of vocational education, excluding pupils in vocational schools and classes under the control of district trustees for vocational education;

Pupils in vocational schools and classes under the control of district trustees for vocational education in a district that includes the city;

STUDENTS AND INSTRUCTION **5000**

ATTENDANCE 5100

SCHOOL CENSUS 5110

Pupils in vocational or other schools and classes elsewhere in the Commonwealth that are supported by public funds;

Pupils in non-public schools anywhere. Such information shall be collected during the months of January and February.

Legal Reference: MGL 72:2, 2A

Reviewed by Policy Subcommittee: 6/19/19 and 7/8/19,

Recommended for deletion

First Reading: 7/15/19

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STUDENTS AND INSTRUCTION

5000

STUDENT ENROLLMENT AND ATTENDANCE

5100

STUDENT WITHDRAWAL FROM SCHOOLS

5111

When a student leaves a Salem Public School before the end of the school year, the school department will furnish a completed transfer card to the student's parent/guardian or a student of legal age majority for the office of the superintendent of the receiving community only after:

The student's parent or an age majority student contacts the school office;

The parent or an age majority student completes a sign-out sheet;

The student returns all books and school property;

The student satisfies all financial obligations.

Additional pupil information will be furnished upon request by the parent, guardian, or the next school.

For pertinent information, refer to the appropriate student handbook(s).

Reviewed by the Policy Subcommittee 6/13/19 and referred on 7/8/19

First Reading: 7/15/19

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Jill Conrad 7/11/2019 5:02 PM Comment [1]: This will be re-numbered to 5110 after the recommendation to delete current SC Policy 5110 (School Census) is approved.

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STUDENTS AND INSTRUCTION

5000

STUDENT ENROLLMENT AND ATTENDANCE

5100

PARTICIPATION IN ACTIVITIES DURING SUSPENSION OR ABSENCE

5114

A student's participation in co-curricular or athletic activities is a privilege, not a right or entitlement. Students who are suspended out of school are not allowed to be in school or on school property at any time during the period of suspension and are not allowed to attend any school-sponsored activities, except for scheduled meetings with school administrators.

In the case of an in-school suspension absence, a student could participate in an activity at the discretion of the principal.

Reviewed by the Policy Subcommittee on 6/13/19 and referred on 7/8/19

First Reading: 7/15/19

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STUDENTS AND INSTRUCTION 5000

STUDENT ENROLLMENT AND ATTENDANCE 5100

DISMISSAL OF STUDENTS BY SCHOOL PERSONNEL 5116

If a child needs to be sent home during the school day due to illness, a parent or guardian, or a designated person must accompany him or her, or arrange transportation for the student to be sent home.

If a child is to be sent home for disciplinary reasons, the parent or guardian must be contacted and informed of the reasons why the child is being dismissed. A parent or guardian, or a person specifically designated by the parent, must accompany the child home. If a parent cannot be reached, the student must be kept in school until the end of the session or, depending on the reason for the suspension, and if there is concern for school and student safety, the student may be released to the custody of the Salem Police.

Students shall not be sent on errands outside the school building for any reason.

Requests to call children from classrooms during the school day may be honored at the discretion of the principal when he/she is satisfied that the circumstances warrant such an interruption.

Reviewed by the Policy Subcommittee on 6/13/19 and referred on 7/8/19.

First Reading: 7/15/19.

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