

**Ms. Mary A. Manning
Mr. James M. Fleming
Dr. Kristin Pangallo**



**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”

December 16, 2020

REGULAR SCHOOL COMMITTEE MEETING ON December 21, 2020

Notice is hereby given that the Salem School Committee will hold a **Regular School Committee meeting on Monday, December 21, 2020 at 7:00 p.m.** This is an on-line Zoom meeting.

Zoom Link: Please click the link below to join the webinar:

<https://zoom.us/j/99159025180?pwd=b3R0YTNTN3BZd2dkNEdLdTdHTldXUT09>

Passcode: 049560

I. Call of Meeting to Order

a. Summary of Public Participation Policy (SC Policy #6409).

Read aloud: *The Salem School Committee would like to hear from the public on issues that affect the school district and are within the scope of the Committee’s responsibilities. Spanish interpretation is available for anyone who needs it.*

b. Request for Spanish Interpretation.

Should any member of the public need Spanish interpretation in order to participate in the meeting, please click on the below link (no later than 12:00 pm on the day of the meeting to request Spanish interpretation): <https://forms.gle/jNoBFymHesi7NpNy8>.

c. Instructions for Participating in Public Comment

Should any member of the Salem community wish to participate in public comment during this meeting, please click on the below link to sign up and submit your comment electronically: <https://forms.gle/vdBarNQx9PnBxQkeA>. A district staff member will be compiling all comments which will be shared with members prior to the end of the public meeting. Comments will also be summarized in the meeting minutes. Please contact Nancy Weiss at nweiss@salemk12.org or 617-285-7567 with any questions or to report any technical difficulties you experience.

II. Approval of Agenda

III. Approval of Consent Agenda

- a. Minutes of the Regular School Committee meeting on December 7, 2020
- b. Approval of Warrants: 12/10/2020 in the amount of \$416,239.70, and 12/17/2020 in the amount of \$421,446.90.

IV. Public Comment

Please see above for instructions on participating in public comment.

V. Report from the Student Representative – Duncan Mayer

VI. Superintendent's Report

- a. Communications Presentation - Liz Polay-Wettengel, Chief of Public Relations
- b. Update on Flu Vaccine - Charlene Moske-Weber,
- c. January Plan for Students to Return to School
 - Testing
 - Hybrid Model
 - Support for students who need to quarantine

VII. Action Items: Old Business

VIII. Action Items: New Business

IX. Finance Report

X. Subcommittee Reports

- a. Policy Subcommittee
 - i. Policies for First Reading
 - 5102.02 Children of Full-time Staff Members
 - 5224 Animals in School
 - 5405 Drug Abuse
 - ii. Policies for Second Reading
 - 3601 Student Transportation Services
 - 5217 Student Publications
 - 5222 Parental Notification of Courses Involving Human Sexuality
 - 5300 Class Size
 - 5400 Student Conduct
 - 5401 Hazing
 - 5401.01 Prohibition of Bullying and Cyber-bullying
 - 5403 Alcohol Use by Students
 - 5411 Dress Code Policy

XI. School Committee Concerns and Resolutions

- a. Employee Recognition

XII. Adjournment

Respectfully submitted by,

Nancy A. Weiss

Executive Assistant to the School Committee
& the Superintendent

“Persons requiring auxiliary aids and services for effective communication such as sign language interpreter, an assistive listening device, or print material in digital format or a reasonable modification in programs, services, policies, or activities, may contact the City of Salem ADA Coordinator at (978) 619-5630 as soon as possible and not less than 2 business days before the meeting, program, or event.”

*Sra. Mary A. Manning
Sr. James M. Fleming
Dra. Kristin Pangallo*



*Sra. Ana Nuncio
Sr. Manny Cruz
Sra. Amanda Campbell*

Alcaldesa Kimberley Driscoll, Preside

“Conozca sus Derechos Bajo la Ley de Reuniones Abiertas, M.G.L. c.30A § 18-25 y Secciones de Ordenanzas de la Ciudad 2-2028 hasta 2-2033”

Diciembre 16, 2020

REUNIÓN ORDINARIA DEL COMITÉ ESCOLAR en diciembre 21, 2020

Por la presente se notifica que el Comité Escolar de Salem realizará una **Reunión Ordinaria del Comité Escolar el lunes 21 de diciembre, 2020 a las 7:00 p.m.** Esta será una reunión en línea a través de Zoom.

Enlace en Zoom: Por favor presione el siguiente enlace para unirse a la reunión en línea:

<https://zoom.us/j/99159025180?pwd=b3R0YTNTN3BZd2dkNEdLdTdHTldXUT09>

Contraseña: 049560

I. Llamado de la Reunión al Orden

a. Resumen de Política de Participación Pública (SC Policy #6409).

Leer en Voz Alta: El Comité Escolar de Salem quisiera escuchar al público sobre asuntos que afectan al distrito escolar y están dentro del alcance de las responsabilidades del Comité. La interpretación en español está disponible para cualquier persona que la necesite.

b. Solicitud para Interpretación al Español.

Si algún miembro del público necesita interpretación en español para poder participar en la reunión, por favor presione el enlace a continuación (a más tardar a las 9 am del día de la reunión para solicitar interpretación en Español): <https://forms.gle/jNoBFymHesi7NpNy8>.

c. Instrucciones para Participar en Comentarios Públicos

Si algún miembro de la comunidad de Salem desea participar en un comentario público durante esta reunión, por favor presione el enlace a continuación para inscribirse y someter su comentario electrónicamente: <https://forms.gle/vdBarNQx9PnBxQkeA>. Un miembro del personal del distrito recopilará todos los comentarios que se compartirán con los miembros antes del final de la reunión pública. Los comentarios también se resumirán en el acta de la reunión. Por favor contactar a Nancy Weiss en nweiss@salemk12.org o en el 617-285-7567 0481 si tiene preguntas o para reportar cualquier dificultad técnica que experimente.

II. Aprobación de la Agenda

III. Aprobación de Consentimiento de la Agenda

- a. Minutas de la Reunión Ordinaria del Comité Escolar del 7 de diciembre, 2020
- b. Aprobación de Garantías: 12/10/2020 en la cantidad de \$416,239.70, y 12/17/2020 en la cantidad de \$421,446.90.

IV. Comentario Público

Por favor ver las instrucciones previas para participar en los comentarios públicos.

V. Reporte del Representante Estudiantil – Duncan Mayer

***Sra. Mary A. Manning
Sr. James M. Fleming
Dra. Kristin Pangallo***



***Sra. Ana Nuncio
Sr. Manny Cruz
Sra. Amanda Campbell***

Alcaldesa Kimberley Driscoll, Preside

VI. Reporte del Superintendente

- a. Presentación sobre Comunicaciones - Liz Polay-Wettengel, Jefe de Relaciones Públicas
- b. Actualización sobre la Vacuna de la Influenza - Charlene Moske-Weber,
- c. Plan para Estudiantes que Regresan a la Escuela en Enero
 - Pruebas
 - Modelo Híbrido
 - Apoyo para estudiantes que necesitan cuarentena

VII. Elementos de Acción: Asuntos Antiguos

VIII. Elementos de Acción: Asuntos Nuevos

IX. Reporte Financiero

X. Reportes de Subcomités

- a. Subcomité de Políticas
 - i. Políticas para Primera Lectura
 - 5102.02 Niños de miembros del personal a tiempo completo
 - 5224 Animales en la Escuela
 - 5405 Abuso de Drogas
 - ii. Políticas para Segunda Lectura
 - 3601 Servicios de Transporte Estudiantil
 - 5217 Publicaciones Estudiantiles
 - 5222 Notificación a los Padres de Clases que Involucran Sexualidad Humana
 - 5300 Tamaño de Clases
 - 5400 Conducta Estudiantil
 - 5401 Novatadas
 - 5401.01 Prohibición de Acoso y Acoso Cibernético
 - 5403 Uso de Alcohol por los Estudiantes
 - 5411 Política sobre Código de Vestimenta

XI. Preocupaciones y Resoluciones del Comité Escolar

- a. Reconocimiento a Empleados

XII. Aplazamiento

Respetuosamente sometido por,

Nancy A. Weiss

Asistente Ejecutiva para el Comité Escolar & el Superintendente

“Las personas que requieran ayudas y servicios auxiliares para una comunicación eficaz, tales como un intérprete de lenguaje de señas, un dispositivo de ayuda auditiva o material impreso en formato digital o una modificación razonable en programas, servicios, políticas o actividades, pueden comunicarse con el Coordinador de ADA de la ciudad de Salem al (978) 619-5630 lo antes posible y no menos de 2 días hábiles antes de la reunión, programa o evento.”

D R A F T

**Salem Public Schools
Salem School Committee
Meeting Minutes
December 7, 2020**

On December 7, 2020 the Salem School Committee held its regular School Committee meeting at 7:00 PM using the Zoom platform.

Members Present: Mayor Kimberley Driscoll, Ms. Mary Manning, Ms. Amanda Campbell, Dr. Kristin Pangallo, Mr. Manny Cruz, Ms. Ana Nuncio, and Mr. James Fleming

Members Absent: None

Others in Attendance: Superintendent Stephen Zrike, Assistant Superintendent Kate Carbone, Ms. Mary DeLai, Dr. Jill Conrad, Ms. Chelsea Banks, Mr. Duncan Mayer, Rebecca Westlake, Bethann Jellison, and Sayonara Reyes

Call of Meeting to Order

Mayor Driscoll called the meeting to order at 7:05 p.m. Mayor Driscoll read the new Public Participation Policy 6409 and also explained the request for Spanish interpretation for participation.

Approval of Agenda

Mayor Driscoll requested a motion to approve the Regular Agenda. Mr. Fleming motioned and Mr. Cruz seconded. The Mayor called a roll call vote.

| | |
|----------------|-----|
| Ms. Manning | Yes |
| Mr. Fleming | Yes |
| Dr. Pangallo | Yes |
| Ms. Nuncio | Yes |
| Mr. Cruz | Yes |
| Ms. Campbell | Yes |
| Mayor Driscoll | Yes |

Motion carries 7-0

Approval of Consent Agenda

Mayor Driscoll requested a motion to approve the Consent Agenda. Mr. Fleming motioned and Ms. Manning seconded. The Mayor called a roll call vote.

| | |
|--------------|-----|
| Ms. Manning | Yes |
| Mr. Fleming | Yes |
| Dr. Pangallo | Yes |

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Ms. Nuncio Yes
Mr. Cruz Yes
Ms. Campbell Yes
Mayor Driscoll Yes
Motion carries 7-0

Public Comment

The School Committee Secretary announced that there was one public comment that had been submitted in writing and has requested to be read aloud.

Allison Vargas, 620 Lynnfells Parkway, Melrose, asked for her comment to be read aloud. "I will keep this short. There have been multiple students, staff and admin testing positive for COVID 19. I am worried about the health and safety of our staff and families. In my medical professional opinion I do not think a January start for bringing all students back is a smart idea with surging cases. Many of our families will travel for the holidays and I foresee more spread of the virus in our schools. How will we find substitutes this year when more staff are getting sick? Hospitals are filling up and flu season will be upon us. Please look at the science and data and reconsider. Thank you. "

Two additional comments were submitted after the public comment portion of the meeting closed.

Tricia Cullen, 41 Walter Street. "How do you keep the remote students in the remote setting and the in person students in school because we have seen students (not covid related) just default to remote when they cannot get to school. Has communication been sent to families establishing protocol?"

John Robinson, 2 Scenic Place. "My name is John Robinson, and I represent Salem Children's Charity and we just wanted to let everyone know we are still holding our event online starting December 15th please check us out on www.biddingowl.com/salemchildrenscharity. Thank you very much for all of your constant support!"

Report from the Student Representative

Duncan Mayer updated the Committee that the Student Advisory Council has been given permission for the bathroom improvements. He also announced that he is looking into what the DESE guidelines are and what is expected of students and staff.

Report of the Superintendent

a. Returning Students to School Update and Staff and Student COVID Testing Update
Dr. Zrike introduced Bethann Jellison who gave a perspective of what's going on in the schools from an administrator in the building. Ms. Jellison began with announcing that Grades K-2 are back in-person learning. She explained that kids need routine, contact with friends, in person contact with teachers and contact with books. She added that distractions from being home

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can sometimes get in the way. Questions were asked from the Committee regarding how did students handle being sent home and how did teachers pivot to remote if a class was asked to quarantine. In addition, Mr. Fleming asked how many students are in-person in each classroom and Ms. Jellison confirmed 16 in-person and 21 for remote classrooms. Mr. Mayer asked if there were any concerns about attendance and Ms. Jellison responded that for the most part attendance has been good.

Dr. Zrike began his presentation by announcing that although there has been an increase in cases in the schools, there is still limited evidence of any transmission in schools and so far there has been no need to close any schools. He said the dashboard is being updated weekly and he relies on the advice of the nursing team. Mr. Fleming voiced concerns about the upcoming holidays and with cases being on the rise, would the district consider moving to January 11th for a return to school. Dr. Zrike reiterated that testing results for the schools have been low for positive cases (less than 1% positive) and that most are getting infected through family gatherings. Dr. Zrike explained that every decision that is made is a local decision. He said that the local medical team meets every 2 weeks and tonight's recommendation comes from the DESE guidance, Department of Public Health and the medical experts.

The Mayor asked for an explanation of the poll testing. Dr. Zrike introduced Chelsea Banks who explained that 374 school staff and 150 city staff were tested. The vast majority were all negative. Of those results, only 4 were positive (2 school and 2 city). Ms. Banks explained that surveillance testing is not diagnostic testing and this just helps us pick up if there is COVID in our community. In addition, Ms. Banks announced that starting this week they will be testing high school students, waste water testing pilot is being done and a local biotech company is working on a self swab voluntary test for 6th graders.

Mr. Mayer voiced his concerns in the mental health needs of the students and suggested investing in resources. The Superintendent agreed with Mr. Mayer and also concerned with the risks and mental health of the students.

Dr. Zrike announced that his plan for return will include a recommendation for hybrid for grades 3-5, 7-8 and 10-12. The timeline will be as follows: Week of January 4th will be remote for all students, Week of January 11th start all K-8 that are in-person learning and high school students that are in-person, Week of January 18th starts the hybrid model, Week of January 25th will be hybrid, and Week of February 1st starts hybrid for high school grades 10-12.

Ms. Campbell asked what will happen if a student is not vaccinated for the flu by December 31st. Dr. Zrike responded that all in-person learners will need to have the vaccine or will have to be remote. He added that there will be more information regarding this at the December 21st School Committee meeting. Ms. Manning asked if there was a shortage of the flu vaccine and The Mayor responded that she believes there is an adequate supply of the vaccine.

Dr. Conrad came before the Committee to explain the kindergarten assignment and the dual language program registration recommendation to extend the Batch 1 and Batch 2 timeline

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deadlines. She stated that their proposal for extending the kindergarten assignment timelines will allow families additional time to determine their choices for kindergarten and would allow the district more time to plan for next year’s reopening model. For the dual language program, since this is a new program and this year has been “unique” they are proposing to continue this program as a “pilot” for the second year (2021-22) and take the necessary time to evaluate the program before recommending a change.

b. Parent Advisory Council Update

Mr. Cruz announced that the Parent Advisory Council has had their first meeting with 11 parents in attendance. He explained that they are still waiting for more parent representation with 2 open at-large seats. He is requesting recommendations for how to choose the 2 liaisons.

Old Business

None to report.

New Business

- a. Deliberate and vote on the appointment of Dr. James Picone as Salem’s Representative to the Essex North Shore Agricultural & Technical School District

Mr. Fleming made the motion and it was seconded by Ms. Manning. A roll call vote was taken.

| | |
|----------------|-----|
| Ms. Manning | Yes |
| Mr. Fleming | Yes |
| Dr. Pangallo | Yes |
| Ms. Nuncio | Yes |
| Mr. Cruz | Yes |
| Ms. Campbell | Yes |
| Mayor Driscoll | Yes |

Motion carries 7-0

- b. Deliberate and vote on the Superintendent’s recommendation to adjust Batch 1 and 2 deadlines for 2021-22 Kindergarten registration.

Mr. Cruz made the motion and it was seconded by Mr. Fleming. A roll call vote was taken.

| | |
|----------------|-----|
| Ms. Manning | Yes |
| Mr. Fleming | Yes |
| Dr. Pangallo | Yes |
| Ms. Nuncio | Yes |
| Mr. Cruz | Yes |
| Ms. Campbell | Yes |
| Mayor Driscoll | Yes |

Motion carries 7-0

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Mr. Cruz asked if the Committee needed to vote on moving the reopening date to January 11, 2021. Ms. Manning made a motion to support the Superintendent's recommendation of return to school for January 11, 2021. Mr. Fleming seconded the motion. A roll call vote was taken.

| | |
|----------------|-----|
| Ms. Manning | Yes |
| Mr. Fleming | Yes |
| Dr. Pangallo | Yes |
| Ms. Nuncio | Yes |
| Mr. Cruz | Yes |
| Ms. Campbell | Yes |
| Mayor Driscoll | Yes |

Motion carries 7-0

Finance Report

a. Budget Transfers

Mayor Driscoll requested a motion to approve the transfer in the amount of \$5,250 from fringe/stipends to tutors. Ms. Nuncio made the motion and it was seconded by Dr. Pangallo. A roll call vote was taken.

| | |
|----------------|-----|
| Ms. Manning | Yes |
| Mr. Fleming | Yes |
| Dr. Pangallo | Yes |
| Ms. Nuncio | Yes |
| Mr. Cruz | Yes |
| Ms. Campbell | Yes |
| Mayor Driscoll | Yes |

Motion carries 7-0

Mayor Driscoll requested a motion to approve the transfer in the amount of \$4,000 from expense reimbursements to contract services. Mr. Cruz made the motion and it was seconded by Dr. Pangallo. A roll call vote was taken.

| | |
|----------------|-----|
| Ms. Manning | Yes |
| Mr. Fleming | Yes |
| Dr. Pangallo | Yes |
| Ms. Nuncio | Yes |
| Mr. Cruz | Yes |
| Ms. Campbell | Yes |
| Mayor Driscoll | Yes |

Motion carries 7-0

Subcommittee Reports

Ms. Nuncio announced that the Policy Subcommittee is scheduled to meet Thursday, 12/10 at 8:30 am. Dr. Pangallo announced that the Curriculum Subcommittee had met on December 1st

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and discussed 4th & 5th grade puberty curriculum, early literacy curriculum, and discussed report cards.

At the last Policy Subcommittee meeting, there was discussion and a change to the Student Transportation policy and additional discussions are ongoing regarding the Student Dress Code policy (which the LBGQT task force has forwarded their concerns) and discussion of adding an Annual Review policy. They have also referred for first reading the following policies.

- a. Policy Subcommittee
 - i. Policies for First Reading
 - 3601 Student Transportation Services
 - 5217 Student Publications
 - 5222 Parental Notification of Courses Involving Human Sexuality
 - 5300 Class Size
 - 5400 Student Conduct
 - 5401 Hazing
 - 5401.01 Prohibition of Bullying and Cyber-bullying
 - 5403 Alcohol Use by Students
 - 5411 Dress Code Policy

Mayor Driscoll requested a motion for first reading of the above mentioned policies. Mr. Cruz motioned and Ms. Nuncio seconded. A roll call vote was taken.

| | |
|----------------|-----|
| Ms. Manning | Yes |
| Mr. Fleming | Yes |
| Dr. Pangallo | No |
| Ms. Nuncio | Yes |
| Mr. Cruz | Yes |
| Ms. Campbell | Yes |
| Mayor Driscoll | Yes |

Motion carries 6-1

School Committee Concerns and Resolutions

Ms. Manning announced that she recently spoke with former Interim Superintendent Kathleen Smith who extends a hello to everyone and wishes for a happy holiday season.

Mr. Fleming requested a hard copy of the FY21 Budget.

Ms. Nuncio has requested a follow up report of what form of informal assessment will be taking place this year.

Adjournment

Mayor Driscoll requested a motion to adjourn. Mr. Fleming motioned and Ms. Nuncio seconded. A roll call vote was taken.

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| | |
|----------------|-----|
| Ms. Manning | Yes |
| Mr. Fleming | Yes |
| Dr. Pangallo | Yes |
| Ms. Nuncio | Yes |
| Mr. Cruz | Yes |
| Ms. Campbell | Yes |
| Mayor Driscoll | Yes |

Motion carries 7-0. Meeting adjourned at 8:57 p.m.

Respectfully submitted by,

Nancy A. Weiss

Executive Assistant to the School Committee
& Superintendent

Salem Public Schools Communications Update

...



The Beginning



Start date: November 25th 2019

Charge:

“Aggressively broaden, deepen and expand our District’s communications and engagement efforts, to create systems and processes for streamlined communication throughout the district and provide the leadership needed to develop an overall marketing strategy.”

Early Work



Aggressive listening campaign

Audit of digital properties

Observations

- Technology platforms not kept current with content or usage.
- Website, which should be viewed as the critical information and communication hub, lacks the back end technology as well as the up-to-date information to act as such.
- Internal communication is not cohesive and school buildings act as silos to distribute information. No process in place for sharing of information.
- Communication platform is limited and only functions as a one-way distribution process.
- Regular and consistent news to families does not exist

Initial Plan of Action

Based on conversation and observation, created an initial plan of action.

High level points:

- Learn the district and the individual school priorities
- Website
 - Learn the platform
 - Identify key sections to upgrade
- Internal Communication
 - Create a system for information flow
- External Communication
 - Identify pain points and make improvements
- Technology
 - What exists and how are the tools being used?





PANDEMIC!

The Pandemic Pivot



- The quick need for constant communication
 - Food distribution
 - COVID-19 information
 - WiFi and Chromebook distribution
 - Daily/Weekly updates about status and decision making
 - School year 2020-2021 updates
- The shift to remote learning
- The creation and upkeep of SalemLearns
 - Building a whole new platform from the ground up to host emergency information
 - Updated weekly remote learning packets
 - Summer learning
 - Health and wellness resources
 - Food distribution information
 - Available in 3 languages

What the Pandemic Did for Communications



Emphasized the need for classroom to family multilingual two-way communication and the clear call for for district-wide unification of communication services.

Highlighted the absolute necessity to have contact information for ALL families in the district and the updating and clean up of data in the Aspen system.

Demonstrated the constraints of our current website and the inability for it to act as a hub for everything SPS needs.

Acted as a springboard to take action toward the repair of communications structures, systems, and processes.

Moving Forward in a New Environment

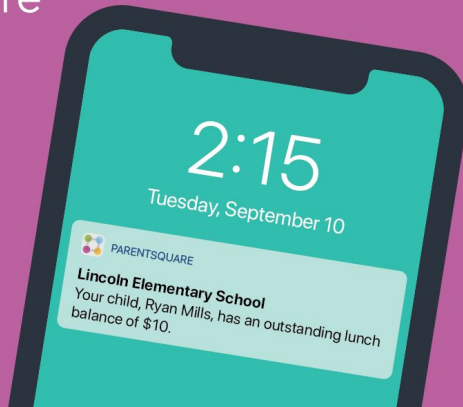


“Emphasised the need for classroom to family multilingual two-way communication and the clear call for for district-wide unification of communication services.”

Introducing ParentSquare



Select your preferred channel, schedule & language



Communicate privately with teachers & school staff



About ParentSquare



ParentSquare is a robust communication platform that offers a whole host of tools which allows the district, school administrators, and teachers to more effectively communicate with families and students.

Some features include:

- Mass notifications and urgent alerts with two-way communication
- Mobile application for administrators and parents
- Teacher and classroom communication
- Direct messaging and chat with two-way translation
- Forms and permission slips
- Calendar and RSVP system
- Volunteering and supply sign-up
- StudentSquare (to be used at the High School level)
- And more

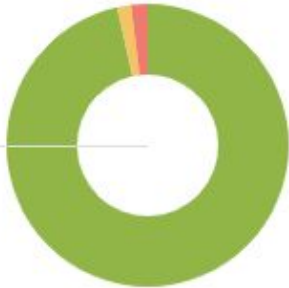
Here's what you can do with ParentSquare:

- Receive messages from the school via email, text or app notification
- Choose to receive information as it comes or all at once at 6pm daily
- Communicate in your preferred language
- Comment on school postings to engage in your school community
- Direct message teachers, staff and other parents
- Participate in group messages
- Sign up for parent-teacher conferences
- Sign forms & permission slips, sign up to volunteer and more all from your phone or web portal

What is our Contact Rate?

Our district-wide student families are 97% contactable.

97%
CONTACTABLE



3,744 STUDENTS' FAMILIES →

CONTACTABLE 3,615 →
At least one student contact is contactable

NON-CONTACTABLE 59 →
No student contact is contactable

NO CONTACT INFO 70 →
There are no student contacts listed



Great! 97% of your students' families are contactable. You need to **fix only 121 family records to get to 100%**.

[View Complete Dashboard](#)

SPS ParentSquare Testimonials



I just wanted to send you a HUGE thank you for researching and bringing Parent Square to the Salem Public Schools.

Hands-down...one of the best investments the district has made in my 15 years here! I know we are just scratching the surface, but so far I love it! - **Ben Chertok CMS Teacher**

"Since the rollout of ParentSquare aligned with report card conferences, we jumped right in and started using it, and it's been amazing! It's a combination of group and individual texts, social media, and appointment sign-ups. We've started scheduling predictable posts and alerts ahead of time — it's intuitive, fosters 2-way communication, and user friendly." - **Liz Rogers, Principal, Bentley Academy Innovation School**

ParentSquare is amazing! It really is great- my teachers were blown away by how easy it was to have parents sign up for conferences.

- **Lauren Weaver, Assistant Principal @ Carlton**

I'm thrilled to have all the communication from the district and the teachers come to me for both my kids in the same place. It makes getting the information I need much more simple. - **SPS Middle and Elementary School Parent**

Communication Depends on Good Data



“Highlighted the absolute necessity to have contact information for ALL families in the district and the updating and clean up of data entry in the Aspen system.”

Pandemic needs have forced us to clean up previously neglected data in Aspen

- The need to contact each student and their family allowed us to update contact information
- The opening of the parent portal has cleaned up incorrect or mis-entered email addresses

Communication is only as good as the contact information we have for each family.

What is next?



“Demonstrated the constraints of our current website and the inability for it to act as a hub for everything SPS needs.”

- We will be reimaging the website in the new calendar year.
- Partnering with Salem-based Sperling Interactive for the project
- Estimated timeline is 16-20 weeks
- Engaging multiple stakeholders for input

Social Media: Facebook Follower Growth



Facebook Page followers:

October 2019: 2,888

December 2020: 4,201

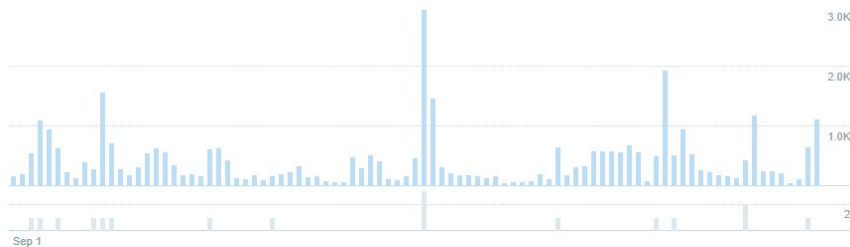
One year growth: 1313 followers

Why the growth? Good and useful content, including Facebook Live with Superintendent Zrike

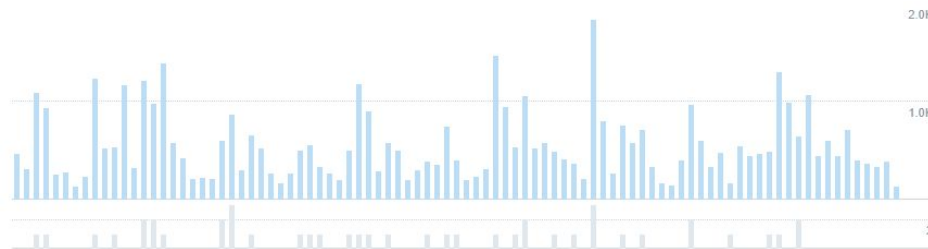
Twitter Growth



Your Tweets earned 37.7K impressions over this 91 day period



Your Tweets earned 50.2K impressions over this 91 day period



Twitter impressions:
September 1 - November 30 in both 2019 and 2020

Increase of 12,500 impressions*

**Impressions are the number of times users saw your tweet on Twitter*

Goals for 2021



- Ensure the successful rollout and implementation of ParentSquare by implementing multi-lingual outreach materials and offering family and staff support.
- Increase the usability of the website by updating out of date materials, audit for racial and gender-inclusive language, reorganizing the main district page for functionality, and lead the rebuilding of a new site.
- Build up the internal communication pipeline from schools to the central office by establishing and leveraging the communication liaison team so we operate with equitable and inclusionary practices as a district and not individual schools.
- Promote equity and highlight what SPS has to offer so more families choose SPS

THANK YOU



Thank you to staff, teachers, administration, school committee members, and families in our community. It has been a year of much communication and your partnership and support has allowed us to work as a team to support all of our students.

Thank you!



Mandated Influenza Vaccine December 2020



Mandated Flu Vaccine Introduction

Effective 8/19/20, per Governor Baker and the Massachusetts Department of Public Health, the influenza vaccine now be received annually by all Massachusetts students by 12/31 of each year..

Why? Influenza vaccine is important to reduce the risk of getting sick with influenza, reduce the severity of disease if one does get sick (including the risk of hospitalization), as well as preventing the spread of influenza to others.

This school year, influenza vaccine is especially critical to reduce the overall burden on the healthcare system during the Covid-19 pandemic..

The Code of Massachusetts Regulation 105 (CMR) 220.00: Immunization of Students Before Admission to School



- ❖ Applies to all Massachusetts students enrolled in Kindergarten through Grade 12, regardless of whether the district is providing instruction in-person, or using a hybrid or remote learning model.
- ❖ While the Massachusetts Department of Public Health (MDPH) outlines the required vaccines, local school districts are responsible for ensuring compliance to the stated requirements (The Commonwealth of MA, 2020).

FAQ's

Two Types of Exemptions Allowable in MA



Medical Exemption- A licensed medical provider provides written documentation that a particular vaccine is contraindicated due to a pre-existing medical condition. (2)

Religious Exemption- Parent provides a written statement (annually at the start of each school year) that a required vaccine conflicts with their sincerely held religious beliefs (15).

Per MA DPH, in situations when one or more cases of a vaccine-preventable disease are present in a school, all susceptibles, **including those with medical or religious exemptions**, are subject to exclusion.

| District Compliance School | Total # Students | All Students Delinquent (%) | Total # In Person (IP) Students | IP Students Delinquent (%) | Medical Exemptions | Religious Exemptions |
|----------------------------|------------------|-----------------------------|---------------------------------|----------------------------|--------------------|----------------------|
| Bates | 353 | 36% | 166 | 27% | 1 | 10 |
| Bentley | 320 | 38% | 162 | 31% | 0 | 0 |
| Carlton | 258 | 37% | 154 | 37% | 0 | 0 |
| Collins | 649 | 49% | 213 | 42% | 0 | 1 |
| ECC | 70 | 19% | 57 | 18% | 0 | 2 |
| HMLS | 269 | 50% | 85 | 40% | 1 | 1 |
| NLIS | 31 | 65% | 36 | 64% | 0 | 0 |
| Salem Prep | 21 | 43% | 10 | 20% | 0 | 0 |
| Salts | 396 | 37% | 137 | 31% | 0 | 0 |
| SHS | 863 | 55% | 352 | 51% | 0 | 1 |
| WHES | 21 | 43% | 10 | 20% | 0 | 0 |

To Improve Vaccine Compliance, SPS Nurses:

- Conducted flu clinics at all school sites in October and November (over 300 students and staff vaccinated)
Provided information in English and Spanish on why, when, and where to be vaccinated on social media (Facebook, Instagram)
- Written communication sent home with students
- ‘Parent Square’ Communications
- Email communication through ASPEN
- Telephone Calls
- Currently Investigating Additional Flu Clinics for early January (Walgreen’s/CVS)

Plan for January 11, 2020...



Regulations set forth standards for public health and safety. In consultation with the Salem Board of Health, pursuant to CMR 220, Salem Public School students without documented proof of flu vaccine for the 2000-2021 flu season will be excluded from in-person learning.

Parents/guardians of students arriving for in-person learning without documentation of flu vaccine will be contacted and informed that their child may not return to the school building until vaccinated. These students will attend school remotely until such documentation is provided.

STUDENTS AND INSTRUCTION

5000

ATTENDANCE

Annual Review

5100

CHILDREN OF SALEM PUBLIC SCHOOLS ~~AND FULL-TIME STAFF~~
CITY OF SALEM EMPLOYEES ATTENDING SALEM PUBLIC SCHOOLS

5102.02

Notwithstanding the Salem Public Schools’ non-participation in School Choice in any given year, children of the Salem Public Schools and/or City of Salem employees (SPS and/or City Employees), whether full- or part-time ~~full-time (school year and calendar year) staff of the Salem Public Schools~~ may attend the Salem Public Schools free of charge on a space available basis after approval of the annual School Committee budget. Transportation both to and from the school district must be provided by the parent/guardian, at no cost to the school district.

The superintendent each year will make a determination as to the space available at each grade level. If the superintendent determines that the spaces available at each grade level are not sufficient to make an immediate decision to accept the child of the full-time staff member, the superintendent will delay that decision until at least August 1st. At that time, the superintendent will make his or her final determination regarding space availability and request that the School Committee approve his or her recommendations.

Once children of SPS and/or City Employees ~~full-time staff~~ are accepted into the Salem Public Schools they will have a right to complete their education there through graduation, as long as the parent continues in the employment of the Salem Public Schools or City of Salem, and assuming that the student meets the same academic and behavioral expectations of any other student in the Salem Public Schools.

Children of SPS and/or City Employees ~~full-time staff~~ who are enrolled as students in the Salem Public Schools may finish the school year regardless of the employment of their parents, provided that the period of time since the discontinuance of employment and the end of the school year does not exceed three (3) calendar months.

A child of an SPS and/or City Employee ~~full-time staff~~ who has continuously attended Salem High School for the three (3) years prior to his or her senior year, may complete the final year at Salem High School, regardless of the employment of his or her parents.

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~~Approved: November 5, 2012~~ ¶

~~Approved: August 10, 2015~~

Reviewed and referred by the Policy Subcommittee on 12/10/20

First Reading on 12/21/20

STUDENTS AND INSTRUCTION **5000**

INSTRUCTIONAL PROGRAM **5200**

POLICY ON ANIMALS IN SCHOOL 5224

The Salem Public Schools is committed to providing a high quality educational program to all students in a safe and healthy environment. Consistent with this commitment, it is the policy of the Salem Public Schools that no animal shall be brought to school without prior permission of the building principal. Principals shall, in consultation with school nurses utilize the Massachusetts Department of Public Health publication “Guidelines for Animals in Schools or on School Grounds” and review student health records to determine which animals may be allowed in a school building. The decision of the principal shall be final.

Educational Program

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

Student Health

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

Service Animals

Salem Public Schools does not permit discrimination against individuals with disabilities, including those who require the assistance of a service animal. ~~Salem Public Schools will comply with Massachusetts and federal law concerning T~~he rights of persons with guide or assistance dogs and ~~will permit~~ allow such animals on school premises and on school transportation after ~~submission of~~ submitting certification of a current rabies vaccine and documentation of good health from a veterinarian.

For purposes of this policy a “service animal” includes any dog that has been individually trained to do the work or perform the tasks for the benefit of an individual with a disability.” ~~Under federal law, it may also include miniatures horses where reasonable modifications in policies, practices or procedures can be made to permit the use of a~~

miniature horse by an individual with a disability if the horse has been individually trained to do work or perform tasks for the benefit of the individual with the disability.

~~In accordance with applicable federal and state law, Salem Public Schools “shall make reasonable modifications in policies, practices or procedures to permit the use of a miniature horse by an individual with a disability if the horse has been individually trained to do work or perform tasks for the benefit of the individual with the disability.”~~

Service animals are not pets but are animals that are specially trained to perform some of the functions and tasks that individuals with disabilities cannot perform themselves.

There are several kinds of service animals that assist individuals with disabilities.

Examples of such service animals include, but are not limited to, guide dogs or seeing eye dogs that assist individuals who are blind or have severe sight impairments; animals that alert individuals with hearing impairments to sounds; animals that pull wheelchairs or carry and pick-up items for individuals with mobility impairments; and animals that assist mobility impaired individuals with balance.

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

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

If any student or staff members assigned to the classroom in which a service animal is permitted suffers an allergic reaction to the service animal, the person having custody and control of the service animal will be required to remove the service animal to a different location designated by the principal or designee and an alternative plan will be developed with appropriate Salem Public Schools’ staff. Such plan could include the reassignment of the person having custody and control of the service animal to a different classroom. This will also apply if an individual on school transportation suffers an allergic reaction to the service animal. In this case, an alternate transportation plan will be developed in coordination with appropriate Salem Public Schools’ staff and the parents/guardians of the student.

When a student will be accompanied by a service animal at school or in other facilities of the Salem Public Schools on a regular basis, the student and his/her parents/guardians as well as the service animal’s owner and any other person who will have custody and control of the service animal will be required to sign a document acknowledging that they have read and understand the Salem Public Schools Policy on Animals in School.

The Superintendent of Schools or designee shall be responsible for developing administrative procedures to accommodate a student's use of a service animal in school district facilities and on school transportation vehicles.

Animals Prohibited from School

Any fur-bearing animal is susceptible to the serious and fatal disease of rabies. Infected animals can transmit this disease to students and staff. Based upon the recommendations of the Massachusetts Departments of Public Health and Education, the following animals are expressly prohibited from the Salem Public Schools unless the Superintendent of Schools approves an exception in advance:

Wild Animals and Domestic Stray Animals – Due to high incidence of rabies in bats, raccoons, foxes, skunks, and other wild carnivores, these animals (whether alive or dead) should not be permitted in school buildings or on school grounds under any circumstances.

Fur-Bearing Animals – Pet dogs, cats, wolf-hybrids, ferrets and other fur-bearing animals may pose a risk of transmitting rabies as well as parasites, fleas and other disease and injuries. As detailed above, this prohibition does not apply to guide, hearing or other service animals or law enforcement animals. These animals may be allowed in school buildings or on school grounds with proof of current rabies vaccination.

Bats – Bats pose a high risk for transmitting rabies and should not be brought into school buildings or on school grounds and bat houses should not be installed on school buildings or on school grounds.

Poisonous Animals – Spiders, venomous insects, poisonous snakes, reptiles and lizards are prohibited from school buildings and school grounds for safety reasons.

LEGAL REF.: [Americans with Disabilities Act](#); [IDEA](#); [Section 504 of the Rehabilitation Act](#); 28 C.F.R. Part 35

Approved by School Committee: March 16, 2015

**Reviewed by
Policy Subcommittee on 12/10/20 and referred for 1st Reading on 12/21/20
on 12/10/20 for 1st reading**

STUDENTS AND INSTRUCTION **5000**

STUDENT CONDUCT **5400**

DRUG USE **5404**

The School Committee does not tolerate use, service, possession, or consumption of any drugs at any school or at any school function whether the function takes place on or away from school property. Students and/or their guests **who are under the influence of drugs while attending or participating in a school-sponsored activity will be barred or removed from the activity in progress and may be subject to further disciplinary action.**

This policy shall be posted on the district’s website and notice shall be provided to all students and parents of this policy in accordance with state law. Additionally, the district shall file a copy of this policy with DESE in accordance with law. For pertinent information, refer to the appropriate student handbook.

Legal Reference: MGL 71:37H; **MGL 71:96-**

Cross Reference: Drug Free Workplace Policy

EXISTING POLICY:

~~The School Committee does not tolerate use, service, possession, or consumption of any drugs at any school or at any school function whether the function takes place on or away from school property. Students and/or their guests who violate this policy shall be subject to penalties up to and including expulsion as well as criminal prosecution spelled out in the student handbook and by state and federal law.~~

~~Refer to the Memorandum of Understanding between the Salem Public Schools and the Salem Police Department in the Procedures Manual.~~

~~For pertinent information, refer to the appropriate student handbook.~~

~~First Reading: October 19, 2015~~

~~Second Reading: November 2, 2015~~

Reviewed and referred by Policy Subcommittee on 12/10/20
First Reading 12/21/20

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|---|-------------|
| FISCAL MANAGEMENT & NON-INSTRUCTIONAL OPERATIONS | 3000 |
| <u>TRANSPORTATION</u> | 3600 |
| STUDENT TRANSPORTATION SERVICES | 3601 |

1. Statement of Purpose & Scope of Policy

A. The purpose of school transportation is to get pupils who live an unreasonable walking distance from home to school and back in an efficient, safe, and economical manner. Other purposes consistent with this definition include the provision of transportation for academic field trips in direct support of the curriculum and transportation for the support of the co-curricular program (e.g., music, drama, athletics).

B. It is the intention of the School Committee to comply with the letter and spirit of the Massachusetts General Laws Chapter 71, Section 68 and other laws pertinent to the transportation of pupils, and these shall govern any questions not covered by specific declaration of policy herein.

MGL Ch. 71, section 68 states that “if the distance between a child’s residence and the school s/he is entitled to attend exceeds two (2) miles and the nearest school bus stop is more than one mile from such residence . . . , the school committee (city) is responsible for providing transportation to students in grades K-6.

The school committee may assess fees to the transported students in grades 7-12 up to the amount sufficient to cover the costs incurred by the district; provided however, that no student eligible for free or reduced lunch, under the federal school lunch program, shall be required to pay the fee.

2. Mileage Limits for Entitlement to District-Provided Transportation

A. The Salem School Committee has determined that student bus transportation shall be provided at no cost for students in grades K-6 in accordance with MGL CH. 71, section 68. The School Committee shall review and consider changes in these mileage limits on an annual basis as the transportation system and budget allow.

B. The School Committee, at its discretion and to the extent permitted by Massachusetts’ law, shall authorize transportation for a fee to students who are not entitled to District-provided transportation to and from school as stated above.

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C. No mileage restrictions nor any fees, shall apply to the transportation of a student whose individualized education program (IEP) or Section 504 plan includes entitlement to school

transportation. In addition, students who are identified newcomers by the English Learner office shall be eligible for bus transportation at no cost and with no mileage restrictions.

D. Students who show early warning signs of chronic absenteeism and the cause is determined to be a lack of transportation will be referred to the Superintendent (or designee) to proactively identify options for reducing transportation as a barrier to attendance.

E. A bus pass shall be required for each student who is transported by the Salem Public School District and will be issued to each eligible student. The bus pass is a valuable document and must be retained in order for students to ride the bus.

F. Neither rerouting an established bus route when said bus is at capacity ridership, nor the addition of a bus to create a new route, shall be required to accommodate a request for transportation for a fee. When either rerouting or adding a bus is the only way to accommodate a request for paid transportation, that request will be denied. The last student who purchased transportation (or receives FRL ride privileges) on a given route would be the first student to be denied transportation if that route should exceed capacity. Prorated fees would be refunded.

G. When a student transported for a fee is suspended from school, due to a violation of her or her school's code of conduct or is denied transportation due to violation of the transportation code of conduct for students, neither the student nor his or her parent or guardian shall be entitled to reimbursement of any part of the fee paid for transportation, except when the suspension is for the remainder of the school year. Reimbursement shall be made pro rata, based on division of the fee by the number of months in the school year.

H. Eligibility for Transportation and Controlled Choice. Under the Salem School Committee's student assignment policy, parents have the opportunity to select a school other than their neighborhood school. Busing will be provided for those children who enroll in a school other than their neighborhood school only if they meet the distance eligibility requirements detailed above and are consistent with the objectives of policy 5103 "Controlled Choice Student Assignment Policy." For all others, transportation is the responsibility of the parent.

I. Late Bus Transportation. "Late bus" transportation is for those students who stay past the normal dismissal times for school-related purposes at the middle school and high school. On occasion, when funds allow, "late bus" service will be provided to students at the elementary school level in conjunction with academic support programs.

J. Rider Eligibility. Any persons who are not employees and/or Salem students are not entitled to District transportation and are prohibited from Salem School District busses.

3. Superintendent Exception and Annual Review

In special circumstances, and in a limited number of cases, the Superintendent shall have the authority to make exceptions to this policy when a student's or family's circumstances may

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require additional supports.

The School Committee shall review this policy annually.

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▲ Legal Reference: Policy 5103, "Student Assignment"
M.G.L. c. 71 §§ 7A, 68
29 U.S.C. §794 (Sec. 504 of the Rehabilitation Act of 1973)
34 C.F.R. Part 104

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Approved by School Committee June 15, 2015

Reviewed by the Policy Subcommittee on 11/26/19, 12/10/19, 2/27/20, 5/18/20, 7/13/20 and 11/20/20

Referred for 1st reading by the Policy Subcommittee on 11/20/20

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First Reading on 12/7/21

Second Reading on 12/21/21

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STUDENTS AND INSTRUCTION

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INSTRUCTIONAL PROGRAM

5200

STUDENT PUBLICATIONS

5217

The School Committee commits to ensuring freedom of expression by its students and will encourage student publications for their educational benefit and as a means for students to express responsibly their views.

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The right of students to freedom of expression in the Salem Public Schools shall not be abridged, provided that such right shall not cause any disruption or disorder within the school, as defined by MGL Chapter 71, Section 82. Disagreement with, or offense taken at, the views expressed by a student shall not amount to a "disruption or disorder" within the meaning of this policy. Freedom of expression shall include without limitation, the rights and responsibilities of students, collectively and individually, (a) to express their views through speech and symbols, (b) to write, publish and disseminate their views, (c) to assemble peaceably on school property for the purpose of expressing their opinions. Any assembly planned by students during regularly scheduled school hours shall be held only at a time and place approved in advance by the school principal or his/her designee.

The School Committee recognizes that in order to achieve the goal of determining whether or not a student publication will cause disruption or disorder within the school, as defined by Section 82 of Chapter 71 of the general laws, prior review of the student publication by the administration is necessary. The faculty advisor shall deliver the student publication with time and date stamped upon it for review by the school administrator designated by the superintendent for the sole purpose of determining whether or not such publication will cause disruption or disorder within the school as defined by the statute before school-sanctioned print or online publication. The designated administrator shall not delay or prevent such publication unless he/she finds that such publication will cause disruption or disorder within the school as defined by the statute. Such a determination by the designated administrator shall be made in writing to the superintendent, faculty advisor, and student editors of the publication within 3 school days, after receiving such publication, exclusive of Saturdays, Sundays, and legal holidays. After receipt of the publication from the faculty advisor, a failure to respond in writing by the designated administrator within the prescribed timeframes shall operate as a determination that such publication will not cause disruption or disorder within the school as defined by the statute and the publication may be published and distributed without further review or delay

Commented [1]: May want to think about changing language to reflect online publications

Deleted: but not later than forty-eight (48) hours prior to shipping it for its scheduled

Deleted: publication

Commented [2]: Policy SC wants to discuss with Student Advisory Council and SHS school leaders to better understand how this works now in practice.

Commented [3R2]: UPDATE 11/20/20 - Sent to all 3 HS principals to review back in July. They were all fine with it. Also sent to Colby for review. She has not gotten back to us on it (pinged her again on 11/19).

Commented [4]: What is the role of social media? If the student newspaper has a social media account - that is included...but if an individual student is posting on their own account, that is a separate issue and the student handbook rules apply. Colby, please clarify.

Regardless of such review by the school administrator designated by the superintendent, no expression made by students in the exercise of such rights shall be deemed to be an expression of school policy and no school officials shall be held responsible in any civil or criminal action for any expression made or published by the students.

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Legal Reference: MGL 71:82

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Reviewed by Policy Subcommittee on 2/6/20, 7/13/20, and 11/20/20

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APPROVED: 1/ 9/06

Referred for 1st reading on 11/20/20 pending final review by Attorney Brunt

Reviewed: October 2015

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First Reading on 12/7/20

Second Reading on 12/21/20

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STUDENTS AND INSTRUCTION 5000

INSTRUCTIONAL PROGRAM 5200

PARENTAL NOTIFICATION OF COURSES INVOLVING HUMAN SEXUALITY 5222

The following statement of policy applies to the Salem Public Schools, pursuant to Massachusetts General Laws Chapter 71, Section 32A, which designates that parents and guardians will be notified of any curriculum which primarily involves human sexual education or human sexuality issues, allows parents/guardians to exempt their children from any portion of said curriculum through written notification to the school principal, without penalty, and makes instructional materials for said curricula reasonably accessible to parents, guardians, and others for inspection and review.

Commented [JC1]: Added by Atty Brunt during legal reference review 12/17/20

At the high school level, said courses will:

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Be listed and highlighted in the Program of Studies from which the students choose their courses;

Designate the specific topics included which primarily involve human sexuality education;

In specific courses, which contain a definite strand pertaining to human sexuality, such as Health, the teacher will notify all parents/guardians of the probable timeline for teaching to provide parents/guardians with a reasonable period to review course materials and curriculum.

At the middle and elementary schools, the principals, teachers, and/or school nurses will notify parents/guardians in writing prior to teaching said curriculum. The notification will include the specific topics to be covered.

Deleted: If the planned curriculum changes during the school year, to the extent practicable, parents/guardians will be notified of this fact in a timely manner before implementation.

Parents/guardians may exempt their child from any portion of the curriculum, which primarily involves human sexuality issues without penalty to the student by sending a letter to the school principal requesting an exemption.

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While it is the intent of the Salem School Department to provide parents/guardians with reasonable notice prior to teaching curriculum dealing with human sexuality, there may be occasions when an impromptu discussion may occur where such notice cannot be provided.

Any student who is exempted by request of the parent/guardian under this policy may be given an alternative assignment.

To the extent practicable, program instructional materials for these curricula will be made reasonably accessible to parents/guardians, educators, administrators and others

Commented [JC2]: Added by Atty Brunt during legal reference review 12/17/20

A parent/guardian who is dissatisfied with the notice given regarding human sexuality, their access to instructional materials or the exemption of a student under this policy should report this in writing to the building principal to begin the Complaint Procedure as described in Policy #1507.

Legal Reference: MGL. c. 71 s. 32

~~See Administrative Guidelines Approved: 1/9/06~~

~~Approved by Policy Subcommittee: October 2015~~

~~Reviewed by the Policy Subcommittee and referred on 12/3/20~~

~~First Reading 12/7/20~~

~~Second Reading 12/21/20~~

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STUDENTS AND INSTRUCTION

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CLASS SIZE

5300

CLASS SIZE

5300

The Salem School Committee recognizes the desirability of achieving optimum teaching/learning environments by assuring workable class sizes. To this end, the committee recognizes that it is desirable to establish class maximums, subject to educational and financial considerations. In order to maintain healthy, safe, and effective classrooms, the superintendent may adjust class sizes, subject to the provisions of the relevant collective bargaining agreements where applicable.

Commented [1]: Threw this in for your consideration based upon review of other districts' policies. There are no legal references or requirements other than what has been agreed to by the unions and management in the collective bargaining agreements.

~~Approved: 1/9/06~~

Deleted: Refer to negotiated agreement between the Teachers' Union and the Salem School Committee.

~~Reviewed: October 2015~~

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~~Reviewed and referred by Policy Subcommittee on 12/3/20~~

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STUDENTS AND INSTRUCTION **5000**

STUDENT CONDUCT **5400**

STUDENT CONDUCT 5400

All schools will prepare and distribute a student handbook that includes the mission and vision of the school as well as expectations for conduct and general procedures. School handbooks will be developed by school leaders, in consultation with School Councils, and approved by the Superintendent. School leaders and councils will review handbooks annually to consider changes and to ensure compliance with School Committee policy, state and federal laws.

Legal Reference: MGL 71:37H

~~Approved by School Committee: January 2016~~

Reviewed by Policy Subcommittee and referred for 1st reading on 12/3/20

First Reading 12/7/20

Second Reading 12/21/20

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STUDENTS AND INSTRUCTION 5000

STUDENT CONDUCT 5400

HAZING 5401

The Salem Public Schools, pursuant to Massachusetts General Laws Chapter 269, Sections 17, 18, and 19, prohibits any form of hazing by school sponsored student activities/teams, and all unaffiliated student activities/teams utilizing the school name or its facilities.

In accordance with Massachusetts General Laws, the School Committee hereby deems that no student, employee or school organization under the control of the School Committee shall engage in the activity of hazing a student while on or off school property, or at a school sponsored event regardless of the location. No organization that uses the facilities or grounds under the control of the School Committee shall engage in the activity of hazing any person while on school property.

Commented [1]: Added by Atty Brunt during legal reference review 12/17/20

Hazing is defined as any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly, endangers the mental or physical health of a student or other person, regardless of the individual's willingness to participate.

Implied or expressed consent of a person or persons to hazing shall not be a defense against discipline under this policy.

Any student or staff member that witnesses, has knowledge of or suspects hazing shall, to the extent that such person can do so without danger or peril to himself or others, report it immediately to a building administrator. All reports of hazing will be forwarded to and investigated by the building principal.

Commented [2]: Added by Atty Brunt during Legal Reference Review 12/17/20

A violation of the Hazing Policy may also be a violation of civil or criminal law. Hazing is a mandatory reportable act included in the Memorandum of Understanding with the Salem Police Department, and principal organizers and participants will be reported.

Where school policy and civil law overlap, or where criminal prosecution is pending or foreseen, the school will initiate disciplinary action of its own on the same infraction and impose penalties in accordance with due process and discipline procedures, independent of civil and/or criminal authorities.

On or before October first of each year, the high school principal will certify to the Department of Education that:

The Hazing Policy has been issued to all students and every group, team, and organization sponsored, recognized or permitted to use the school name or facilities;

The school has obtained an acknowledgement of their receipt of the law, its distribution to all participants and applicants for participation, and an agreement to comply with the policy;

The Salem School Committee has approved a disciplinary policy regarding organizers of and participants in hazing which is appropriately emphasized in the student and teacher handbooks;

The high school has a disciplinary policy regarding hazing which is available to any person upon request; and

The disciplinary policy has been filed with the [Department of Education](#) Bureau of Student Services as required by MGL 71:37H.

Commented [3]: Added by Atty Brunt during legal reference review 12/17/20

The Superintendent is directly responsible for enforcing and communicating this policy. Principals and administrators are responsible for:

Implementing the policy in their building/department;

Reviewing this policy with all faculty, staff, and students within their jurisdiction annually;

Monitoring the execution of this policy at the building level.

Any student or employee who after an appropriate investigation is found to have engaged in hazing will be subject to disciplinary action up to and including ~~expulsion or~~ termination of employment.

Legal Reference: MGL. c. 269 s. 17, 18, 19

~~Approved: 1/9/06~~

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~~Reviewed by School Committee October 2015~~

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~~Reviewed by Policy Subcommittee and referred for 1st reading on 12/3/20~~

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STUDENTS AND INSTRUCTION

5000

STUDENT CONDUCT

5400

PROHIBITION OF BULLYING AND CYBERBULLYING

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1. Bullying and Cyberbullying Prohibited

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The Salem School Committee, recognizing its obligation under M.G.L. c. 71 § 37O, and also its general obligation to ensure the safety, welfare, and equal access to educational programs and services for all students, declares that bullying and cyber-bullying, as defined herein and in the aforementioned statute and its duly adopted implementing regulations, shall be prohibited in the Salem Public Schools.

2. Definition of Terms

For purposes of this policy, the following terms shall be defined as shown:

A. "Bullying" shall mean the repeated use by one or more students *or school staff member* of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that: (i) causes physical or emotional harm to the victim or damage to the victim's property; (ii) places the victim in reasonable fear of harm to himself or of damage to his property; (iii) creates a hostile environment at school for the victim; (iv) infringes on the rights of the victim at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school. For the purposes of this section, bullying shall include cyberbullying.

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B. "Cyberbullying" shall mean bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications. Cyberbullying shall also include (i) the creation of a web page or blog in which the creator assumes the identity of another person or (ii) the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying. Cyberbullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying.

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C. "Hostile environment", a situation in which bullying causes the school environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive to alter the conditions of the student's education.

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D. "Perpetrator", a student who engages in bullying or retaliation.

E. "School grounds", property on which a school building or facility is located or property that is owned, leased or used by a school district, charter school, non-public school, approved private day or residential school, or collaborative school for a school-sponsored activity, function, program, instruction or training.

F. "Victim", a student against whom bullying or retaliation has been perpetrated.

3. Specific prohibitions

A. Bullying, as defined herein, shall be prohibited: (i) on school grounds, property immediately adjacent to school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by a school district or school, or through the use of technology or an electronic device owned, leased or used by a school district or school and (ii) at a location, activity, function or program that is not school-related, or through the use of technology or an electronic device that is not owned, leased or used by a school district or school, if the bullying creates a hostile environment at school for the victim, infringes on the rights of the victim at school or materially and substantially disrupts the education process or the orderly operation of a school. Nothing contained herein shall require schools to staff any non-school related activities, functions, or programs.

B. Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying shall be prohibited.

4. Responsibility of School Personnel

A member of a school staff, including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional, shall immediately report any instance of bullying or retaliation the staff member has witnessed or become aware of to the principal or to the school official identified in the plan as responsible for receiving such reports or both. Upon receipt of such a report, the school principal or a designee shall promptly conduct an investigation. If the school principal or a designee determines that bullying or retaliation has occurred, the school principal or designee shall: (i) notify the local law enforcement agency if the school principal or designee believes that criminal charges may be pursued against a perpetrator; (ii) take appropriate disciplinary action; (iii) notify the parents or guardians of a perpetrator; and (iv) notify the parents or guardians of the victim, and to the extent consistent with state and federal law, notify them of the action taken to prevent any further acts of bullying or retaliation.

5. Principal's Responsibility

Each school principal or the person who holds a comparable position shall be responsible for the implementation and oversight of the plan at her/his school.

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6. Reporting of Bullying

The superintendent shall see to the establishment of a standardized reporting procedure, appropriate for the student's age and grade level, for use by any student who believes she/he has been or is the victim of bullying or **cyberbullying**, as herein defined. Any report received by any school administrator, teacher, or support employee that a student has been, is being, or may be a victim of bullying or cyber-bullying shall be investigated as prescribed in the district's bullying prevention plan, and appropriate action shall be taken based on the outcome of the investigation. No student shall be deemed to be a perpetrator of bullying or **cyberbullying**, except as the conclusion of an investigation of a report of bullying or **cyberbullying**.

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7. Bullying As a Matter for Disciplinary Action

A. The victimization through bullying or **cyberbullying** of a student by another student may, based on all the pertinent circumstances as known, be deemed to be a disciplinary matter by the building principal, and shall be dealt with accordingly.

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B. Nothing set forth herein, or in the Salem Public Schools anti-bullying plan, shall be understood by an employee of the Salem Public Schools, or by any other person, to require or recommend a course of action that violates any student's rights under: the federal Individuals with Disabilities Education Act; Section 504 of the federal Rehabilitation Act of 1973; the Family Educational Rights and Privacy Act (FERPA); the Massachusetts student records law and its implementing regulations; a student's right to appropriate forms of due process of law as recognized in federal and Massachusetts case law; any provision of the Massachusetts General Laws that establishes student's civil rights; or any other federal or state statute or regulation that is germane to student discipline and to matters arising under facts that show or may tend to show the perpetration of bullying or **cyberbullying** by one student upon another.

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8. Implementation of Prevention Plan

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The Superintendent of Schools shall see to the full implementation of the Salem Public Schools' bullying prevention plan, as adopted by the Committee on December 20, 2010, and as may be amended from time to time thereafter.

Legal References

M.G.L. c. 71 § 37O (Mass. Anti-Bullying Law)
603 C.M.R. 49.00 (Anti-Bullying Regulations)
MGL c. 71 § 37H (Code of Conduct Law)
603 CMR 53.00 (Student Discipline Regulations)
20 U.S.C § 1232G (FERPA)
M.G.L. c. 71 § 34E (Student Records Confidentiality Law)
603 C.M.R. 23.00 (Student Records Regulations)
29 U.S.C. § 794 ("Section 504")
MGL c. 71B (Mass. Special Education Law)
603 CMR 28.00 (Special Education Regulations)

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~~Approved: 3/20/2011~~

~~Reviewed by Policy Subcommittee October 2015~~

~~Reviewed by Policy Subcommittee and referred for 1st reading on 12/3/20~~

~~First Reading on 12/7/20~~

Second Reading on 12/21/20

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| STUDENTS AND INSTRUCTION | 5000 |
| <u>STUDENT CONDUCT</u> | 5400 |
| ALCOHOL USE BY STUDENTS | 5403 |

The use, service, possession, or consumption of any alcoholic beverage at any school or school function is prohibited, whether the function takes place on or away from school property. Students and/or their guests who violate this policy shall be subject to a penalty of being barred from any future school sponsored activities, as well as being excluded from the function in progress. Additionally, any student who is under the influence of alcohol prior to, or during, attendance at or participation in a school-sponsored activity, will be barred from that activity and may be subject to disciplinary action.

For pertinent information, refer to the appropriate student handbook.

Legal Reference: MGL 71:37H; MGL 272:40A

~~Approved by School Committee November 2015~~

Reviewed and referred by Policy Subcommittee on 12/3/20

First Reading 12/7/20

Second Reading 12/21/20

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Deleted: The use, service, possession, or consumption of any alcoholic beverage at any school or school function is prohibited, 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.

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Commented [1]: Handbook requirement

Commented [2]: Section 40A. Whoever gives, sells, delivers or has in his possession any alcoholic beverage, except for medicinal purposes, in any public school building, or on any premises used for public school purposes and under the charge of a school committee or other public board or officer, shall be punished by imprisonment for not more than thirty days or by a fine of not more than one hundred dollars, or both; provided, however, that a school committee of a city, town or district may authorize a public or nonprofit organization using a public school building with its permission during non school hours to possess and sell alcoholic beverages therein provided such nonprofit organization is properly licensed under the provisions of section fourteen of chapter one hundred and thirty-eight.

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STUDENTS AND INSTRUCTION

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STUDENT CONDUCT

5400

STUDENT DRESS

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The Salem Public Schools believe that student dress should not distract from the learning process and should be congruent with the district's health and safety requirements. Each school will be responsible for establishing a dress code or school uniform guidelines that promote inclusivity and are respectful of evolving cultural norms. Decisions regarding an acceptable dress code will be made by the respective school leadership team in consultation with the Superintendent.

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Reviewed and referred by the Policy Subcommittee on 11/20/20

First Reading 12/7/20

Second Reading 12/21/20