



# School Committee Meeting Materials

**Salem Public Schools  
Regular School  
Committee Meeting**

**November 16, 2015**

**7:30 pm**

*Ms. Deborah Amaral  
Mr. Nate Bryant  
Ms. Rachel Hunt*



*Mr. James M. Fleming  
Mr. Patrick Schultz  
Dr. Brendan Walsh*

*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.”**

**November 12, 2015**

**REGULAR SCHOOL COMMITTEE MEETING**

Notice is hereby given that the **Salem School Committee** will hold a **Regular School Committee meeting on Monday, November 16, 2015 at 7:30 p.m.** The meeting will be held in the **School Committee Chambers at Collins Middle School, 29 Highland Avenue, Salem, MA.**

**REGULAR MEETING AGENDA  
Monday, November 16, 2015**

- I. Call of Meeting to Order**
- II. Approval of the Agenda**
- III. Approval of Minutes**
  - a. Deliberation on the approval of the Minutes of the November 2, 2015 Regular School Committee Meeting
- IV. Questions and Comments from the Audience**
- V. Action Items**
  - a. Deliberation on the approval of the Saltonstall School 5/6<sup>th</sup> grade trip to New York City, June 13-15, 2016
  - b. Deliberation on the approval of the Nathaniel Bowditch Farm School Field Trip in Athol Ma, February 29-March 2, 2015
  - c. Deliberation on the approval of the Salem High School Drama Department Trip to London April 14-20, 2016
  - d. Deliberation on the approval of participation at School Committee Meetings by Remote Participation
  - e. Deliberation on the approval of the **First** Reading of the recommendations of the Policy Subcommittee for the following policies in the 5000 Section of the Policy Manual
    - 5223 Student Advisory Committee (Tabled November 2, 2015)
    - 5400 Student Conduct (Tabled October 19, 2015)
    - 5405 Interrogations and Searches
    - 5406 Demonstrations and Strikes
    - 5411 Student Dress
    - 5805 Use of Hand Held Devices – Name Change

- f. Deliberation on the approval of the **Second** Reading of the recommendations of the Policy Subcommittee for the following policies in the 5000 Section of the Policy Manual

- 5601 Out of State Travel
- 5802 Bicycles
- 5803 Student Parking
- 5807 Athletics and Student Activities Fees

- g. Deliberation on the approval of the **Third** reading of the recommended revision to the policies reviewed by the Policy Subcommittee in the 5000 Section of the Policy Manual

- 5204 Grading and Reports on Academic Progress (Tabled 11/2/15) Name change
- 5402 Tobacco Use Policy (Formerly Tobacco Free Schools Policy)
- 5403 Alcohol Use by Students Policy
- 5404 Drug Use Policy (Formerly Drug Abuse Policy)
- 5409 School Bus Conduct

**VI. Superintendent Report – Ms. Margarita Ruiz**

**VII. Presentations and Reports**

Presentation on AP and SAT Score at Salem High School

**VIII. Finance Report – Mr. Philip Littlehale, Business Manager**

**a. Approval of Warrants**

November 5, 2015 in the amount of \$441,241.77

November 12, 2015 in the amount of \$259,463.19

**b. Budget Transfer Requests**

**IX. Sub Committee Reports**

Buildings and Grounds Subcommittee  
Subcommittee  
Personnel Subcommittee

Policy Subcommittee Finance  
Curriculum Subcommittee  
Committee of the Whole Report

**X. School Committee Concerns and Resolutions**

- a. Discussion on School Committee meeting and SC Retreat Dates for January 2016

**XI. Next Regular School Committee Meeting – Monday, December 7, 2015**

**XII. Questions and Comments from the Audience regarding the November 16, 2015 agenda**

**XIII. Adjourn to Executive Session for the purpose of discussing collective bargaining strategies**

**Respectfully submitted by:**

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Eileen M. Sacco, Secretary to the  
Salem School Committee

Salem School Committee  
Meeting Minutes  
Tuesday, November 2, 2015

A regular meeting of the Salem School Committee was held on Monday, November 2, 2015 at 7:30 p.m. in the School Committee Chambers at Collins Middle School, 29 Highland Avenue, Salem, MA.

**Members Present:** Mayor Kimberley Driscoll, Ms. Deborah Amaral, Mr. Nate Bryant, Mr. James Fleming, Ms. Rachel Hunt, Mr. Patrick Schultz, and Dr. Brendan Walsh

**Members Absent:** None

**Others Present:** Ms. Margarita Ruiz, Superintendent, Kate Carbone, Assistant Superintendent, Margaret Marotta, Assistant Superintendent, Philip Littlehale, School Business Manager, Dr. Jill Conrad, Director of Operations Strategy and Eileen Sacco, Secretary.

**Call to Order**

Mayor Driscoll called the Regular Meeting of the Salem School Committee to order at 7:30 p.m.

**Approval of the Agenda**

Mr. Fleming moved to approve the agenda as presented. Dr. Walsh seconded the motion. The motion carried.

**Approval of Minutes**

The minutes of the Regular School Committee meeting held on Monday, October 1 , 2015 were presented for approval.

Mr. Fleming moved approval. Dr. Walsh seconded the motion. The motion carried.

**Questions and Comments from the Audience**

There were no questions or comments from the audience.

**Superintendent's Report**

**Student and School Highlights**

Ms. Ruiz reported that she attended a celebration of Hispanic Heritage Month at Salem High School presented by La Union Latina. She stated that the students worked hard on their projects and the event was a big success.

Ms. Ruiz reported that she participated in a Town Hall Meeting at the Bentley Academy Charter School via Skype and noted that she enjoyed the opportunity to talk with students and share her journey with them. She thanked Bentley Academy Principal Justin Vernon for the invitation and the opportunity to participate in this successful event.

Ms. Ruiz reported that her listening tour sponsored by the School Advisory Board and the Salem Partnership was held on October 29, 2015. She stated that it was well attended and thanked Mayor Driscoll and Salem Teachers Union President Beth Kontos for participating in the event. She also thanked Beth Debski and George Atkins of the Salem Partnership for their help and assistance facilitating and publicizing the event. Ms. Ruiz noted that she will be sharing the results of her listening tour with the School Committee at a future meeting.

Ms. Ruiz reported that the New Liberty Charter School of Salem Board of Trustees decided not to renew their charter and have begun the process of converting the Charter School to an Innovation

School. She reported that Principal Jessica Yurwitz submitted a Prospectus to the Superintendent and it was reviewed per the process by the Superintendent, the Mayor and the President of the Salem Teachers Union, Beth Kontos. She reported that they voted to approve the Prospectus and that it be submitted to DESE. She reported that Dr. Jill Conrad will make a presentation later this evening on the Innovation School process and timeline.

Ms. Ruiz reported that the Pupil Personnel Services Department received a grant in the amount of \$9,800 from ?? The grant will be used for the purchase of and I Touch and Smartboard.

Ms. Ruiz reported that Pat Williams, the Plan Monitor for the Accelerated Improvement Plan will be making a presentation to the School Committee tonight on the AIP Progress Report.

Ms. Ruiz reported that the information that she presented on the Advanced Placement data at Salem High School was outdated from two years ago and she will be presenting an additional reported at the next meeting.

Ms. Ruiz reported that Dr. Conrad will be making a presentation on the current data on enrollment this evening.

Ms. Ruiz reported that tomorrow, November 3, 2015 is an all-day professional development day for teachers and there is no school for students. She also noted that it is also election day and extended her best wishes to the candidates running for public office.

### **Presentations and Reports**

#### **AIP Progress Report**

Laura Richane of DESE and Pat William the Accelerated Improvement Plan Monitor made a presentation on the AIP progress report.

Ms. Richane addressed the School Committee and reported that they have found that the district is moving in the right direction. She also reported that they feel that the Plan Manager will have to spend much less time in the district this year due to the confidence that DESE has that the district is moving in the right direction.

Ms. Richane also reported that the Plan Monitor Ms. Williams will be doing future reports with Superintendent Ruiz.

A copy of the full AIP Progress Report can be found in the meeting materials for the School Committee meeting of November 2, 2015 at [www.salemk12.org](http://www.salemk12.org) and [www.salem.com](http://www.salem.com).

#### **Presentation on 2015-16 Enrollment in the Salem Public Schools**

Dr. Jill Conrad made a presentation on the Salem Public Schools enrollment for the 2015-16 school year. A copy of the presentation can be found in the School Committee Meeting Materials for the November 2, 2015 at [www.salemk12.org](http://www.salemk12.org) and [www.salem.com](http://www.salem.com).

#### **Innovation Planning Process Overview**

Dr. Jill Conrad made a presentation on the Innovation Planning Process for the conversion of the New Liberty Charter School of Salem to an Innovation School.

Dr. Conrad explained the process as follows:

The law requires several steps in the review process for district consideration of innovation school proposals. A brief overview of these steps includes:

Step 1: Applicant Submits an Innovation School Prospectus

- *General concept paper that outlines autonomies anticipated*

Step 2: District conducts Internal Review and 3-member Screening Committee Vote

- *Majority approval enables applicant to move to next phase of process*

Step 3: Applicant Forms 11-member Innovation Plan Committee (IPC) (if prospectus approved)

- *Membership defined by law*
- *IPC's are public bodies; all IPC meetings must be publicly noticed*

Step 4: IPC Develops Innovation Plan

- *Recommended: Applicant submits draft plan to district for internal review and feedback as well as faculty (for conversion) and union (if new), revisions as needed*

Step 5: Revise Innovation Plan and Conduct IPC Vote on Final Innovation Plan

- *Majority approval by IPC enables plan to go to faculty (conversion) or final union negotiation (new)*

Step 6: IPC Submits Final Innovation Plan to

- *Faculty for 5-days Review & Faculty Vote by Secret Ballot (if conversion)*
  - *2/3 of eligible faculty must approve*
- *Final District/Union for Negotiations (if new)*

Step 7: IPC Submits Final Innovation Plan to Superintendent

- *Internal review and recommendations to School Committee*

Step 8: School Committee Presentation (Meeting #1) and Public Hearing and Vote (Meeting #2)

- *Meeting #1: Applicant presentation and Q&A*
- *Meeting #2: A public hearing must be held*
- *Meeting #2: Superintendent gives final recommendation and SC votes*

The full presentation on the Innovation School process can be found in the School Committee Meeting Materials for the November 2, 2015 School Committee meeting at [www.salemk12.org](http://www.salemk12.org) or [www.salem.com](http://www.salem.com).

Mayor Driscoll stated that there should be a member of the School Committee on the Innovation Planning Committee.

Mr. Fleming moved to authorize the Mayor to appoint a member of the School Committee to serve on the Innovation School Planning Team for the NLCS conversion. Ms. Hunt seconded the motion. The motion carried.

Dr. Walsh requested at this time that the School Committee take the agenda out of order at this time to take up action items as there are some people in attendance at the meeting to discuss them if needed.

Mr. Fleming moved to take the agenda out of order at this time to take up Action Items. Ms. Amaral seconded the motion. The motion carried.

## **Action Items**

- a. Deliberation on the Ratification of the Agreement between the Salem School Committee and the Salem Teachers Union relative to the Teachers Cabinet

Mr. Fleming moved to approve the Agreement. Dr. Walsh seconded the motion. The motion carried.

- b. Deliberation on the ratification of the IT Agreement with the Salem School Committee and the AFSCME Union

Mr. Fleming moved to approve the Agreement. Ms. Amaral seconded the motion. The motion carried.

- c. Deliberation on the acceptance of a donation from the Salem Children's Charity to support the Positive Behavior System (PBIS) Fund – Molly Robinson

Mr. Bryant moved approval of the donation. Dr. Walsh seconded the motion and offered a friendly amendment to the motion to clarify that the donation is actually from Dennis and Patty LaVasseur and not the Salem Children's Charity. Mr. Bryant stated that he would accept the friendly amendment. The motion carried.

- d. Deliberation on the approval of the request of the Salem High School Class of 1990 to use Salem High School on Saturday, November 28, 2015 for their 25<sup>th</sup> Class Reunion and that alcohol be allowed to be served in accordance with MGL CH 272 Section 40A.

Dr. Walsh moved approval of the request. Mr. Bryant seconded the motion.

Superintendent Ruiz stated that she supports the class reunion but she has concerns about alcohol being served on school premises. She stated that she is concerned that this could be precedent setting.

Mayor Driscoll stated that the only way that this can be allowed is by special permit of the School Committee. She also noted that this is an evening event and there are no other scheduled events at the high school that evening and there will be no students present at the event.

Mr. Fleming reported that the School Committee has granted this on one other occasion and the class of 1990 will be using the same service, Northshore Bartending and they are fully insured and did a great job with the coalition for the O'Keefe family.

Ms. Amaral stated that whoever is responsible should take the recycling out of the building at the end of the event. Mr. Fleming reported that Northshore Bartenders did all of the cleanup and took the recycling with them.

Mayor Driscoll called for a vote on the motion. The motion carried.

Ms. Hunt requested that the following policies be tabled for further review:

5400 Student Conduct  
5204 Grading and Progress Reports (Tabled 10/19/15)

Dr. Walsh moved to table 5400 Student Conduct and 5204 Grading and Progress Reports be tabled this evening. Mr. Bryant seconded the motion. The motion carried.

- e. Deliberation on the approval of the **First** Reading of the recommended by the Policy Subcommittee for the following policies in the 5000 Section of the Policy Manual

5601 Out of State Travel  
5802 Bicycles  
5803 Student Parking  
5807 Athletics and Student Activities Fees

Mr. Bryant moved to approve the first reading of the policies presented. Mr. Fleming seconded the motion. The motion carried.

- f. Deliberation on the approval of the **Second** reading of the recommended revision to the policies reviewed by the Policy Subcommittee in the 5000 Section of the Policy Manual

5402 Tobacco Use Policy (Formerly Tobacco Free Schools Policy)  
5403 Alcohol Use by Students Policy  
5404 Drug Use Policy (Formerly Drug Abuse Policy)  
5409 School Bus Conduct

Ms. Hunt moved approve of the second reading of the policies presented. Dr. Walsh seconded the motion. The motion carried.

- g. Deliberation on the **Third** reading of the recommended revisions to the policies reviewed by the Policy Subcommittee in the 5000 Section of the Policy Manual:

5210 Homebound Instruction  
5214 Waiver of Graduation Requirements  
5416 Use of Physical Restraint

Mr. Bryant moved approval of the third reading of the policies presented. Dr. Walsh seconded the motion. The motion carried.

## **Finance Report**

### **Approval of Warrants**

October 8, 2015 in the amount of \$177,622.38  
October 15, 2015 in the amount of \$251,942.44

Mr. Fleming moved approval of the warrants in the amounts indicated. Mr. Bryant seconded the motion. The motion carried.

### **Budget Transfer Requests**

#### **FY16 Budget Transfer Request #7 – Teaching and Learning**

Mr. Littlehale explained that Assistant Superintendent Kate Carbone is requesting a transfer of \$9,885 from Personnel Line District Wide Teaching to Non Personnel Line District Wide Professional Development. Twenty-Five percent of the coordinator's salary for 5 months will be covered by the Dissemination Grant. Transferred funds will be used for additional District Wide Professional Development.

The transfer request is summarized as follows:



Date		ORG	OBJ	Description	Amt
10/30/2015	From	13570140	5125	Dist Wide Teaching	(9,885)
10/30/2015	To	13990161	5317	Educational Training	9,885

Mr. Fleming moved to approve the budget transfer request. Ms. Amaral seconded the motion. The motion was approved (7-0).

**FY16 Budget Transfer Request #8 – Teaching and Learning**

Mr. Littlehale explained that Assistant Superintendent Kate Carbone is requesting a transfer of \$5,000 from Personnel Line Middle School Teaching to Non Personnel Line District Wide Contracted Services. These funds will be used to support 2 programs formerly funded by the Salem Education Foundation. Please see the attached for a description of the 2 programs. This transfer will be funded from amounts budgeted for ELT at the Collins Middle School. These funds have become available as the district received the ELT grant to cover the ELT expense.

The transfer request is summarized as follows:

Date		ORG	OBJ	Description	Amt
10/30/2015	From	13570920	5130	Middle School	(5,000)
10/30/2015	To	13570141	5320	Contracted Services	5,000

Mr. Fleming moved to approve the budget transfer request. Ms. Amaral seconded the motion. The motion was approved (7-0).

**Subcommittee Reports**

**Policy Subcommittee**

Ms. Hunt reported that the Policy Subcommittee has completed their review of the review of the 5000 policy series and they will be starting to review the 6000 policy series.

**Personnel Subcommittee**

Mr. Fleming reported that the Personnel Subcommittee is continuing with negotiations with the Salem Teachers Union.

**Buildings and Grounds Subcommittee**

Mr. Bryant reported that the Buildings and Grounds Subcommittee met on Monday, October 26, 2015. The meeting included the Superintendent, Paul L'Heureux, Director of Buildings and Grounds, and Phil Littlehale, School Business Manager. The purpose of the meeting was to get a better understanding of what is required to increase the temperature 2 degrees (from 66-68) and the costs associated with said increase (ENE Costs \$25,000+) and increased energy usage (\$200K-\$300K annually).

Representatives from ENE Systems, the contracted company, were present to answer questions and explain how the system works and experiences they have had with this issue in other school districts. Because this is a significant increase the Buildings and Grounds Subcommittee voted to 3-0 to move this discussion to a Committee of the Whole Meeting so that all are aware of the actual costs and how it will impact students, and staff from a perception versus reality standpoint.

Additionally, Mr. L'Heureux has identified other areas where that have been mechanical failures that have impacted heating. They are:

- The IMC at Salem High School (cost to replace the coils is being investigated)

- Salem High School (cost being investigated to change air filters, which help in heating the building)
- Bentley School (cost being investigated to change a compressor)

The Buildings and Grounds Subcommittee also asked the Superintendent, in consult with Mr. L'Heureux, to create a one-page document that would include tips on how teachers/students can maximize the heat in their classrooms. There are some things that can be done that have an immediate impact including making sure that vents are unobstructed.

Mayor Driscoll stated that the School Committee will be scheduling a Committee of the Whole meeting to look into this matter further.

### **School Committee Concerns and Resolutions**

Mr. Fleming reported that he met with Latino parents and one of their concerns was that they feel unwelcome in their schools. He suggested that the schools provide a Spanish speaking greeter at the front door during events.

Ms. Amaral stated that each school is different and noted that Witchcraft Heights has translators at their events.

Ms. Ruiz stated that this issue has been raised at her entry plan meetings as well and stated that a lot of the concerns are due to their ability to communicate. She stated that she will be addressing this in her report.

Mr. Fleming reported that he received a complaint from a constituent about the condition of the roadways around Salem High School. He requested that the School Committee get an estimate on the cost to resurface the roadways on the Salem High School campus.

Dr. Walsh moved that the Superintendent authorize Mr. L'Heureux to get estimates on the resurfacing of the roadways at Salem High School. Mr. Fleming seconded the motion. The motion carried.

Dr. Walsh reported that the Parent Child Home Program is celebrating its 50<sup>th</sup> Anniversary on November 13, 2015. He noted that Alexandra Rodriguez and her son Juan Carrasco are being honored at an event in New York City. He reported that they started in the program in 1993 and participated for three years. Ms. Rodriguez went on to be a home visitor for the program and Juan went through the Salem Public School and graduated from UMass Amherst in 2014.

Dr. Walsh suggested that the order of the agenda be revised to put Action Items at the beginning of the School Committee meetings to accommodate those who attend the meetings to present information to the School Committee.

### **Questions and Comments from the Audience Regarding the October 19, 2015 Agenda**

There were no questions or comments from the audience.

### **Adjournment**

There being no further business to come before the School Committee this evening, Mr. Fleming moved that the School Committee adjourn the meeting. Ms. Amaral seconded the motion. The motion carried.

The meeting adjourned at 9:30 p.m.

Respectfully submitted by:

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Eileen M. Sacco, Secretary  
Salem School Committee

**Meeting Materials and Reports**

Minutes of Regular School Committee Meeting October 19, 2015

School Committee Agenda November 2, 2015

Accelerated Improvement Plan Progress Report

PowerPoint Presentation Enrollment Data

Report on Innovation School Planning Process

Budget Transfer Request #FY16-7

Budget Transfer Request #FY16-8

Agreement Between Salem School Committee and Salem Teachers Union regarding Teachers Cabinet

Agreement Between Salem School Committee and Salem AFSCME Union regarding IT Department Agreement

Request from Salem High School Class of 1990 to hold 25<sup>th</sup> Class Reunion at Salem High School

**Policies Reviewed:**

5601 Out of State Travel

5802 Bicycles

5803 Student Parking

5807 Athletics and Student Activities Fees

5402 Tobacco Use Policy (Formerly Tobacco Free Schools Policy)

5403 Alcohol Use by Students Policy

5404 Drug Use Policy (Formerly Drug Abuse Policy)

5409 School Bus Conduct

5210 Homebound Instruction

5214 Waiver of Graduation Requirements

5416 Use of Physical Restraint

October 29, 2015

Dear Superintendent Ruiz:

The 5/6 grade are planning their trip to New York next year on June 13-15.

Enclosed is all the information to be approved by the school committee.

Thank you

Salem Public Schools  
Salem, Massachusetts  
Field Trip Form

**Information**

Name of School: Saltanstall

Name of Organization/Activity: 5/6 Trip

Contact Person: Susan Brown

Destination: New York  
(Attach a detailed itinerary to this form)

Trip Dates: Date of Departure: 6/13/16 Date of Return: 6/15/16

Return to Salem from (if different from destination) SAME

Number of Students Participating: 85

Total Number of Chaperones: 35 Teachers: 10 Parents: 25

**Accommodations**

Hotel/ Facility Name, Address, and Telephone No.:

Hampton Inn - Carlstadt, N.J.

Previous Stays at Hotel? yes How would you rate this facility? Excellent

Cost of Rooms: \$140.00/per room Based on single occupancy \_\_\_\_\_

Based on double occupancy \_\_\_\_\_

Meals included? yes (If meals are not included please indicate meal plans on itinerary)

**Preferred Method of Transportation**

Bus: X Cost: \$5,900.00/per bus X 2 buses

Name of Bus Company: Yankee Bus line

Address: Boston, MA, - 370 W 1st St Boston

Telephone #: 617-268-8890

Airline: \_\_\_\_\_ Cost: \_\_\_\_\_

Name of Airline: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone#: \_\_\_\_\_

Train: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Total Cost of Trip: \$ 230.00 per student

Fundraising Planned: Yes

**Comments / Additional Information**

November 2, 2015

Dear Parents,

We are in the process of planning our 5/6 field trip for June 13,14 &15th, 2016. We are planning an ambitious educational trip to New York City. Enclosed is an itinerary showing the many important sites the students will have a chance to visit. With a trip of this length, it will be necessary for students to stay over two nights at the Hampton Inn in Carlstadt, NJ. The trip will be fully chaperoned by the staff at Saltonstall.

The basic cost of the trip will be \$230 per child (based on quad occ.) and will include transportation, 2 nights hotel accommodations, 2 breakfasts, and all entrance fees. Each student will have the opportunity to earn part or all of the cost of the trip by selling citrus and other items at various times throughout the year. Whatever profit the child makes goes into **his/her own trip** account at school. Students will also have the opportunity to add to their account throughout the year. The Saltonstall community will sponsor additional fundraisers to help lower the total cost and to create a scholarship fund. We will also be seeking donations from organizations within the community. If you can be of any assistance in this endeavor, **please** call us.

We realize that you may have a number of questions and concerns. Later in the year there will be a meeting for all those parents whose children will be taking the trip so that you will be fully aware of our plans. If you have any immediate questions please contact Mrs. I. in the office.

Parents will also have the opportunity to accompany the students and staff on this trip. The cost per parent is \$340 (based on double occupancy). This also includes all adult entrance fees, transportation and 2 breakfasts. If you wish to take advantage of this opportunity, you may do so after the students have had the opportunity to sign up. A notice will go home to parents after November 13th explaining the process. Please do not send money in now for parent deposits.

The Saltonstall staff is enthusiastic about having the opportunity for our students to experience history coming alive. If you are interested in signing up for this trip, please send in a nonrefundable deposit of \$30.00 by November 12th, 2015.

Sincerely,



Nick Gesualdi  
Principal

.....

Name of student \_\_\_\_\_

Homeroom teacher \_\_\_\_\_ Deposit amount enclosed \$ \_\_\_\_\_

Date \_\_\_\_\_

Parent/Guardian signature \_\_\_\_\_

## New York Itinerary- 6/13/16-6/15/16

### Monday, June 13, 2016

5:45- Arrive at Saltonstall

6:00- Depart Saltonstall School **Yankee Line** (brief restroom only stop)

11:00-lunch on road (or bring from home)

2:00- Tour of the **United Nations** - Bus 1 & 2 go to tour first then gift shop. Bus 3 does gift shop first, then tour.

4:00-Board busses for drop-off at Battery park-(see map) **-911 Memorial**(walk 2 blocks to Memorial)

5:30-Pick up at Battery Park-Depart 911- stop for dinner en route to hotel.

7:30-Busses arrive at Hotel - **Hampton Inn**, Carlstadt, NJ

### Tuesday, June 14, 2016

6:50- Bus#1 to breakfast-included

7:10- Bus#2 to breakfast

7:20-Bus#3 to breakfast

8:00- Depart for **Statue of Liberty & Ellis Island** - We will depart from **Liberty Park** on the New Jersey side. Spend the entire day on the 2 islands. Lunch may be purchased on either island.

4:30- Take the **RETURN** ferry to Liberty Park-NJ

5:30- -Dinner-(Food court near Liberty Park)

6:30- Return to Hotel- project time/visiting

### Friday, June 15, 2016

7:00- Bus #2- Breakfast- (included)

7:20- Bus #1- Breakfast

7:40- Bus #3

8:00-Board Busses for **Connecticut Science Center**

11:00- Stop for lunch on highway

1:00-Arrive at Science Center

3:30-Depart for home -

6:00 - Arrive Salem- **SCC** (1st stop) **Saltonstall** (2nd stop)



## **Protocol for Overnight 5/6 Grade Field Trips**

All fifth and sixth grade students at the Saltonstall who have proven to be responsible are invited to participate in the yearly trip. Students on the trip have numbered approximately 80. (this number may vary from year to year.) Adults who accompany the students number approximately 35-40, though just 15 of them are chaperones. Staff are considered chaperones; parents are not. The principal also serves as a chaperone.

### **Health, Safety, and Security Issues**

#### ***Before the Trip***

Parents fill out permission slips, medication forms, and give medication for the trip to the nurse. If parents of the student are on the trip, he/she will administer medication. Parents receive a complete itinerary of the trip, including numbers of all hotels and the names of all the adults on the trip. Parents are also encouraged to discuss the health and safety concerns with the school nurse, or any other pertinent adults.

One informational night is generally held, and information about trip rules is sent home with students as well. Parents who accompany the students are not allowed to smoke in students' presence, and are reminded about appropriate behavior and attire. Further, they are cautioned not to drink at any time, even when away from students.

Parents are not allowed to room with their children unless they pay for and are assigned a double, rather than quad room, unless all of the parties in the room are relatives, i.e., mom, daughter, two nieces, for example.

#### ***During the Trip--On the Bus***

Students and adults travel on 2-3 buses, each equipped with a medical bag that includes prescriptions, first aid needs, and over the counter motion sickness and headache remedies (administered only with parent permission).

Attendance is taken every time anyone gets on and off the buses.

#### ***At Stops***

Depending upon the size of the building, students are accompanied by adults at all times. Each group of students plans with its chaperone the places the group will visit and in what order the sites will be visited. Two or three groups might travel together, but students are not to leave the group, nor are the parents to take their children away from the group without consultation with the chaperone. Reminders about what to do in the case of an approach by a stranger are given by chaperones. Chaperones place themselves strategically in larger rest areas to view outside doors and bathroom entrances. They "sweep" the area when it is time to leave to make sure no one is left unattended.

## ***At Hotels***

One chaperone for each bus receives keys to all of the rooms for the persons on his/her bus. The lead chaperones determine where each group of four students and two chaperones will be placed among rooms of students to whom they are assigned. If the hotel personnel have spread the group among floors, the bus drivers and parents are assigned to the most remote of the assigned rooms so that the remainder of the group can be as concentrated together as possible. Students who pose greater concerns are placed more closely to their chaperones. The list of all room numbers is given to the desk and to all of the chaperones.

In the hotels where we have stayed, all outside doors except for the main lobby are locked after 9:00 p.m. In most cases, security guards are also present.

During room assignment/key-sorting time, the lead chaperones handle such issues as having the desk personnel remove access to HBO, pay-per-view, and other unsavory television viewing options from the range of that available in students' rooms. If present, matches are removed from rooms, and patio or balcony doors are locked.

Doors must be open during "visiting hours". Most chaperones and many parents visit and the remainder sit in the hallways in small groups. Music is kept at a reasonable sound level. Students do not gravitate toward activities in pairs, rather in groups of ten or twelve, so "couple issues" are not a concern. If they were, there would be "legislation" against it. Chaperones remind students of the other guests' wishes and needs; cautioning against running in the hallways, making excessive noise, etc.

Usually at 10:00 p.m., students are told that it is time for them to be in their rooms, not to exit them again until breakfast the next morning. Once students have arrived in their rooms, chaperones give them a short talk about phone calls to other rooms (none except for chaperones and their accompanying parents) and not opening the door to anyone but their parents or chaperones. Students are reminded of the room numbers for their parents and chaperones to call if they need anything. Shortly after this time, two or more chaperones come by again to ensure each group is ready to go to bed. A piece of masking tape is placed on the door and door frame of each room. Students are reminded that if the tape is broken, the adults will know that students have opened the door. Last minute questions and concerns are handled at this time.

Small groups of chaperones retake positions on each floor occupied by students, remaining there much of the night. If there is excessive noise or calls are received by chaperones from students, rooms in question are revisited. Four or five rooms typically need to be revisited during the night, usually for loud talking due to their excitement at being on the trip.

Breakfast is usually in the hotel or within 500 yards of it. Chaperones knock on student doors to make sure everyone is nearly ready for breakfast. The process continues until everyone arrives. A count is taken by each chaperone at breakfast to be certain everyone is there.

SALEM PUBLIC SCHOOLS  
FIELD TRIP FORM

**Information**

Name of School: Nathaniel Bowditch School

Name of Organization/Activity: The Farm School/2 days Overnight Trip

Contact Person: Maribel Morales /Nicole Daly

Destination: The Farm School, Athol, Massachusetts.

(Attach a detailed itinerary to this form)

Trip Dates: Date of Departure: Group A (2/29-3/2) Group B ( 3/2-3/4)  
2 days each group.

Return to Salem from (if different from destination

Number of Students Participating: 70

Total Number of Chaperones: Teachers:4      Parents: 4 (2 each night )

**Accommodations**

Hotel/ Facility Name, Address, and Telephone No.:

The Farm School  
488 Moore Hill Road  
Athol, MA 01331  
978-249-9944

---

Previous Stays at Hotel? \_\_\_\_\_ How would you rate this facility? \_\_\_\_\_

Cost of Rooms: \_\_\_\_\_ Based on single occupancy \_\_\_\_\_

Based on double occupancy \_\_\_\_\_

Meals included? yes \_\_\_\_\_ (If meals are not included please indicate meal plans on iti

**Preferred Method of Transportation**

**Bus:** LBK Transportation Cost: \$1350 \_\_\_\_\_

Name of Bus Company: LBK Transportation

Address: 106 Sylvan Street, Danvers MA, 01923

Telephone #: 978-774-6551

**Airline:** N/A Cost: N/A

Name of Airline: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone#: \_\_\_\_\_

**Train:** \_\_\_\_\_

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_

**Total Cost of Trip: \$ 20 per student (prior to fundraising)**

**Fundraising Planned: None- School will provide a hardship transportation scholarship.**

**Comments / Additional Information**

The cost of the stay at the Farm is covered by a scholarship given to us from the farm. The only cost to the families/students is for the bus. Please see attached pages for information regarding schedules while at the farm.

Dear Parents of children with food allergies and dietary restrictions,

We're so excited to have your child visit The Farm School. The kitchen, located in our bunkhouse, is an inviting space and a work area for all of our visiting students. Your child will wield a broom, pop popcorn on the stovetop, wash dishes, stir cookie dough, and set our table.

Our meals are prepared from scratch with produce from the farm -- either straight out of the fields, or put-up in our freezer. All meat is from the farm and we bake fresh sourdough bread each week!

The Farm School is prepared to meet dietary restrictions and appreciates advanced notice of allergies, sensitivities, intolerances and diseases requiring substitutions or modifications. We hope your family will see this as an opportunity for your child to practice communicating about his/her dietary needs in a safe and loving space.

We understand that each child's needs are different and look forward to working with you, and the sending school, to determine the safest plan for your student. My primary goal is to make sure your child is nourished and fueled for the amazing work and creative play that happens on our farm every day. Please do not hesitate to be in touch with any questions or concerns.

A few things to keep in mind:

The Farm School is **not** a nut free facility, but we are happy to refrain from serving nuts upon school request.

Our kitchen staff has completed the Massachusetts Food Allergen Certification training, as required by the Department of Public Health. The Orange Board of Health inspects our kitchen annually.

If there is some food item from home that will decrease any anxiety your child may be having around mealtime, please feel free to send it along.

Cristina Garica  
Farm School Chef/Teacher  
[cristina@farmschool.org](mailto:cristina@farmschool.org)

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Cristina Garica  
Farm School Chef/Teacher  
[cristina@farmschool.org](mailto:cristina@farmschool.org)

5<sup>th</sup> Grade Farm Trip Curriculum Connections

**The 5<sup>th</sup> grade farm visit will deepen the following essential understandings and standards from the Salem Public Schools Science Learning Framework for 5<sup>th</sup> grade.**

**Essential Understandings**

- Students will understand that in most ecosystems, energy is provided to the ecosystem by the sun.
- Students will understand that energy is transferred within a food web from producers, consumers, and decomposers.
- Students will understand that energy is needed for organisms to stay alive and grow.
- Students will understand that organisms have characteristics that help them survive in their environment.

**Standards**

Plants have characteristic behaviors. Plants and animals can survive harsh environments via seasonal behaviors.

Organisms meet needs by using behaviors in response to information from the environment. Some behaviors are instinctive and others are learned.

Inherited characteristics may change over time as adaptations to changes in the environment enable organisms to survive.

**Supporting Activities**

Students rotate throughout the first and second day completing different activities on the farm including the following:

- learning what happens to crops and animals and how the tasks on the farm change during the winter months
- planting crops in the greenhouses located on the farm to be planted in the fields when the weather changes
- discussing the cycles and adaptations of plants and how they are grown throughout the changing seasons
- tapping maple trees to produce syrup
- feeding, grooming, and taking care of the animals that live on the farm year round
- collecting eggs from the chicken coops and learning about the life cycles of the animals
- preparing meals using crops they harvested from the farm
- learning about what types of plants can survive during the different seasons, when to plant certain crops to be sure they survive the changing weather

**The 5<sup>th</sup> grade farm visit will review in order to deepen the following essential understandings and standards from the Salem Public Schools Science Learning Framework for 3<sup>rd</sup> and 4<sup>th</sup> grade.**

**Essential Understandings**

- Students will understand that life cycles are predictable.
- Students will understand that life cycles include birth, growth, development, reproduction, and death.
- Students will understand that individuals of the same species are inherited or acquired.



- Students will understand that adaptations help animals survive.
- Students will understand that organisms can share some characteristics.

**Standards**

Physical characteristics of plants and animals.

Plants and animals go through predictable life cycles including birth, growth, development, reproduction, and death.

Observed characteristics of plants and animals can be fully inherited or they can be affected by the climate or environment.

**Supporting Activities**

-feeding, grooming, and taking care of the animals that live on the farm year round

-collecting eggs from the chicken coops and learning about the life cycles of the animals

-discussing the cycles and adaptations of plants and how they are grown throughout the changing seasons

-discussing the lifestyles of the animals in the current winter weather conditions and how they change in the different seasons

An additional benefit of this trip in conjunction with a focus on the science standards is that students build a sense of community while working together to complete these tasks on the farm. The program opens up with a circle of building trust and learning to work together cooperatively. Students are engaged in cooperative activities through the overnight experience from making breakfast together, cleaning up together, completing the farm tasks together, and enjoying some free time to explore the farm together. It is required that everyone is present at the table at each meal and everything is based on working together and building community. This is also a service learning experience for the students since everything they do on the farm creates something for and/or provides a foundations for future visitors. Students leave this trip with a sense of accomplishment that their work has made a difference and a sense of teamwork that goes beyond the classroom.

Maribel Morales, Megan Martins, Nicole Daly, Katie Decker

## Nuts and Bolts for Visiting Staff

The magic that is created at The Farm School relies upon a close collaboration between you, the visiting staff, and all those that comprise the Farm School community. Working with you is hugely rewarding for all of us here, and we farm staff members feel a sense of true partnership with you right from the start. We look forward to working alongside you to provide a rich and full program for the children that you have brought here. We will therefore be gratefully asking you to help out with a few things...

We count on you to have a relationship with the children you are bringing, and to be largely responsible for their emotional and physical wellbeing while they are here. To this end, please be certain to bring up-to-date versions of the medical release forms that your school requires for field trips. Specific to this trip, please find out from parents the following:

1. if a child has any allergies, physical limitations, or other differences that might prevent them from working on a farm or around large animals;
2. if a child has any medications that are necessary for the trip (and please designate a member of your staff that will be responsible for holding and administering these meds);
3. if a child has any sleep/nighttime issues such as sleepwalking or frequent trips out of bed that would preclude them from sleeping in a top bunk bed.

We ask that at least one visiting staff member in attendance be certified in First Aid/CPR. If this pre-requisite is not possible, please contact us so that arrangements can be made. (All of our staff are required to take a course in First Aid/CPR)

There will be an emergency point person from our staff available at all times. We also ask that the visiting staff group establish a point person of their own to clarify communication in the event of an emergency. The visiting point person may likely be the senior staff person, or the staff person with the greatest amount of emergency training. (We do not have a nurse on site)

Please review the enclosed "Visiting Staff Schedule" and anticipate filling it out at the start of your visit.

As you'll see on the enclosed program schedule, we also rely on visiting staff during scheduled free times and during evening/bedtimes. At these times, Farm School staff will not necessarily be present, and we rely on visiting staff to help the students work within the community guidelines established in our Opening Circle. It is advised that a bedtime plan be pre-conceived, allowing the students a chance to transition from an evening activity into a quiet evening routine. Once the students are in bed, visiting staff members are responsible for them through the nighttime hours, and though separate staff rooms are provided, we encourage one visiting staff member to sleep in each bunkroom in order to monitor the students' safety and comfort.

We are so grateful to you for making this trip possible for your students and, indeed, for us. We look forward to having a tremendous time!!

Please email or phone Rafe Halsey upon reading this form to confirm that it all makes sense to you, and in particular that you are able to get the necessary information from parents prior to the trip. Contact for Rafe Halsey is [RafeHalsey@gmail.com](mailto:RafeHalsey@gmail.com) or 978-249-9944.

## Visiting Staff Schedule

This schedule highlights the times during your stay when you are responsible for your students.

Please see the full schedule to understand how these activities fit into the rest of the program.

Please assign your staff to each of these activities, write their name(s) in the blank space, and bring this schedule with you.

3:30 – 4:15

**Free Time: All Visiting Staff**

This is a wonderful time for your students to explore the farm. Our staff is not on for this period, and we ask that you float through the farm, making sure that your students are safe and engaged.

5:00-6:00

Bunk Chores: \_\_\_\_\_/Wild Walk: \_\_\_\_\_

6:30 - 7:15

Dinner Clean Up: \_\_\_\_\_

Please be ready to finish your meal a little early and work with one of our staff to manage clean up. Most likely, you will be working with a few students to consolidate leftovers, clear and wipe the tables, and sweep the floor. You may also be recruited to help with dishes in the kitchen.

**Free Time During Clean Up: Rest of Visiting Staff**

While one group of students is helping with clean up, the others have free time. We ask that they stay in or behind the bunkhouse, and that you keep an eye on them.

7:15 - 8:15

Evening Activity: \_\_\_\_\_

We would love for you all to join us for the evening activity, but at least one of you participating will be a great help in keeping the students engaged and focused.

8:15

**Bed-Time: All Visiting Staff**

Your staff is in charge of getting your students to bed, and taking care of them through the night. We ask that lights are off in the bunkrooms by 9:30. Thank you for handling this important time.

6:20 – 6:30

Get students to Dining Room for Chores : \_\_\_\_\_, \_\_\_\_\_

6:30 – 7:30

Bunk Chores: \_\_\_\_\_/Wild Walk: \_\_\_\_\_

7:45 - 8:15

Breakfast Clean Up: \_\_\_\_\_ **Free Time During Clean Up:** the rest of

Visiting Staff

11:30 - 12:00

**Free Time: All Visiting Staff**

12:30 - 1:00

Lunch Clean Up: \_\_\_\_\_, **Free Time During Clean Up:** the rest of

Visiting Staff

1:15 – 2:15

Reflection / Class: \_\_\_\_\_

3:45 – 5:00

**Free Time: All Visiting Staff**

5:00 – 6:00

Bunk Chores: \_\_\_\_\_ /Wild Walk: \_\_\_\_\_

6:30 - 7:15

Dinner Clean Up: \_\_\_\_\_ **Free Time During Clean Up:** the rest

of Visiting Staff

7:15 - 8:15 Evening Activity: \_\_\_\_\_  
8:15 **Bedtime Routine: All Visiting Staff**

\_\_\_\_\_ 6:20 - 6:30 Get students to Dining Room for Chores : \_\_\_\_\_

6:30 - 7:30 Bunk Chores: \_\_\_\_\_/Wild Walk: \_\_\_\_\_

8:00 - 8:45 **Packing: All Visiting Staff**

Having at least two of your staff keeping students focused on packing helps move things along so that we can get on to the activities of the day!

10:00 - 10:30 **Closing Circle: Everyone!**

10:30 Pack up bus, farewell!

## **Farm School Rules**

### **At the Opening Circle**

- **The Number One : Be Kind.**
- **Respect the Animals: Human and Livestock**
- 5 ways to stay strong- ample food, water, clothes, sleep and clean hands before eating
- Veggies & Dietary Restrictions- see Chef

### **On the Tour**

#### ***Bunkhouse***

- Wipe your shoes before you go in the bunkhouse
- Keep your voices down in the bunkhouse - go outside if you need to be loud
- No running or roughhousing in the bunkhouse
- Only use the front door of the bunkhouse, not the back door
- Stay on the first floor of the bunkhouse only; there are **NO** fire escapes upstairs
- **During free time, you must be able to see the bunkhouse; you must have an adult with you to go further**

#### ***Bunkrooms***

- Leave your shoes just outside your bunkroom
- Keep your stuff organized in the bunkrooms
- Bunkrooms are safe areas- boys on boys' side, girls on girls'- NO mixing (includes talking through windows)
- If you hear the fire alarm, go to the front of the cow barn (only time you can use the emergency exits)

#### ***Farmyard***

- When you hear the bells, come to the front of the bunkhouse
- When you are around the animals, always be quiet and calm
- **YOU NEED AN ADULT TO GO TO HAY BARN: no climbing on hay and no running**
- Do not touch the electric fence
- Close any gate that you open
- **Animal areas are always changing, so check barn white board for which areas are okay to go into alone**
- **The steer, horse and pig areas are ALWAYS off limits**

#### ***Garden/Sugar Shack***

- You need to have an adult to go in the greenhouse
- You need farmer supervision to saw or split logs at the Sugar Shack

#### ***Kitchen***

- Ask Cook before going in the kitchen
- You **MUST** wear closed-toe shoes in the kitchen
- Do not go in the pantry unless with a farmer or told to by a staff member

### **Lunch**

- Food you have brought from home goes in a crate, and you get it when you leave
- **No food, gum, candy, or drinks in the bunkrooms**
- Bucket Breakdown (Recycling, Compost and Trash)
- Please clean up after yourself, esp. this first lunch THANK YOU!!

### **Dinner**


- When we eat, we eat together; at mealtime, wait for announcements to start and end the meal

RECEIVED

NOV 06 2015

S.P.S.  
SUPT.'S OFFICE

# Memorandum

**To:** Mrs. Margarita Ruiz, Superintendent of Schools  
**CC:** file  
**From:** David J. Angeramo, Salem High Principal   
**Date:** 11/5/15  
**Re:** Drama Department's trip to London, England

---

This is to recommend the Salem High School's drama students see attached list, with their teacher, Ms. Lianne Goodwin be given permission to participate in a trip to London, England. This trip will take place April 14 through April 20, 2016. The proposed trip would be for seven days, with students missing only one day of school.

The trip will include students attending several theatrical productions, including a presentation at the rebuilt Globe Theater. The group will visit Buckingham Palace, the House of Parliament, Big Ben, the Piccadilly Circus, visit Stratford-on-Avon to visit the birth place of Shakespeare to name a few. The all-inclusive cost per student includes meals; air transportation, accommodations, and cultural admissions, cost is approximately \$3,000.00. We have consulted and have tentative plans with the Education First Company, 8 Education St. Cambridge, MA. Global Insurance Co will cover the trip. In the past, Salem High teachers have used this company to travel with and have experience a wonderful trip with no problems. This a chance of a life time for these students and we need prior approval to fundraise and to complete plans for the trip.

Thank you for your attention to this matter.

Please call me if you have any questions or concerns.

Attachments



# The Salem Public Schools City of Salem

Salem High School  
Cynthia Napierkowski, Coordinator of Music

77 Willson St., Salem, MA 01970  
(978) 740-1136 Fax (978) 740-1110

November 5, 2015

Mr. David Angeramo, Principal  
77 Willson St.  
Salem, MA 01970

Dear Mr. Angeramo,

I am writing on behalf of the drama department students to respectfully request permission to attend a field trip this Spring to London, England. I have been working with the travel company Education First (EF) for the past year to develop an itinerary that supports our drama curriculum at Salem High School, as well as gives students many cultural and historical learning opportunities.

This proposed trip would last seven days. We would depart on the evening on April 14<sup>th</sup>, and return on April 20<sup>th</sup>. The students would miss one day of school before vacation begins. All transportation (airplanes and bus) will be organized by EF, who will also be providing a full time guide who will stay with us for the duration of our trip. Further information transportation is included in this packet.

The planned itinerary includes several events and excursions that support our theater curriculum. We will be attending 3 different theatrical productions, one of which will take place in the rebuilt Globe Theater, a historical venue with roots in the golden age of Elizabethan Drama. We will also have the opportunity to participate in a workshop at the Globe Theatre with trained Shakespearean actors. Our trip also includes an excursion to Stratford-on-Avon to visit the birthplace of Shakespeare. Other historical and cultural sites we will visit include Buckingham Palace, the Houses of Parliament, Piccadilly Circus, at St. Paul's Cathedral. I am working closely with our representative from EF to devise a firm itinerary for the trip.

With only seven students attending this trip, I will be the sole chaperone from Salem High School.

The drama club students involved have already begun raising the necessary funds to attend this trip and are anxious to obtain official approval to attend. This is a wonderful opportunity for our students to participate in unique educational, theatrical, historical, cultural and recreational activities.

Should you have any questions, please do not hesitate to contact me at the high school at 978-740-1136.

Sincerely yours,



Lianne Goodwin  
Director of Chorus and Drama

Trip Form

Salem Public Schools-Salem, MA

Name of School: Salem High School, 77 WILLSON STREET. SALEM, MA 01970

Name of Organization or Activity: Salem High School Drama Club

Total number of (CORI NEEDED) Chaperones \_\_\_\_\_ Teachers 1

Trip dates: Departure Date & Time April 14<sup>th</sup>, 2016

Return Date & Time April 20<sup>th</sup>, 2016

Contact person: Lianne Goodwin

Cell Phone Number: 573-529-3547 Telephone: \_\_\_\_\_

Destination: City & STATE \_\_\_\_\_ London Country: England

Return to Salem, MA from (if different that destination) \_\_\_\_\_

Hotel (s) Name, Address, telephone number:

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

Rating of Hotel: Excellent \_\_\_\_\_ Good \_\_\_\_\_ Average \_\_\_\_\_

Insurance coverage: \_\_\_\_\_

Room Rate: Single Occupancy \_\_\_\_\_ Rate \_\_\_\_\_

Double Occupancy \_\_\_\_\_ Rate \_\_\_\_\_

Student rooms needed: \_\_\_\_\_ Rate \_\_\_\_\_

ADULT rooms needed: \_\_\_\_\_ Rate \_\_\_\_\_

Meals included? \_\_\_\_\_ Quality of meals? \_\_\_\_\_

Other types of accommodations:

Name: \_\_\_\_\_ Rate: \$ \_\_\_\_\_

Name of travel agent: Education First

Address: 8 Education St. Cambridge, MA 02141

Telephone Number: \_\_\_\_\_

Total cost per student: \$ 3,015.00 (including transportation & hotel)

Total cost per adult: \$ N/A (including transportation & hotel)

PREFERRED METHOD OF TRANSPORTATION:

BUS: \_\_\_\_\_

NAME OF COMPANY (ADDRESS & TELEPHONE)

\_\_\_\_\_

PLANE: \_\_\_\_\_

NAME OF COMPANY (ADDRESS & TELEPHONE)

\_\_\_\_\_

TRAIN: \_\_\_\_\_

NAME OF COMPANY (ADDRESS & TELEPHONE)

\_\_\_\_\_

COMMENTS & ADDITIONAL INFORMATION:

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

**The Salem Public Schools**  
**City of Salem**

Salem High School  
Lianne Goodwin, Director of Chorus and Drama

77 Willson St., Salem, MA 01970  
(978) 740-1136 Fax (978) 740-1110

November 5, 2015

Dear Parent/Guardian,

This medical record and permission slip will be in effect beginning July 1, 2015 and continue through the 2015-2016 school year (July 1, 2016) for all Drama Department activities and functions.

We will have the following medications with us:

Tylenol and Advil  
Immodium AD  
Chloroseptic Throat Troches  
Minor First Aid Equipment

Do you give your permission for us to administer these medications?

Yes \_\_\_\_\_ No \_\_\_\_\_ Some of these \_\_\_\_\_

(please circle those medications **NOT** to be given.)

Is there any medical aspect we need to know about your child? If so, what?

Does your child use a syringe for the administration of insulin or any other medication? If so, what?

Does your child require daily medication? If so, what? \_\_\_\_\_

Please send the proper medication with your child for any allergies listed on reverse.

• **It is the parent's responsibility to contact the drama director in case of any changes.**

STUDENT'S NAME \_\_\_\_\_

PARENT'S SIGNATURE \_\_\_\_\_

PHONE \_\_\_\_\_ ALTERNATE PHONE \_\_\_\_\_

MEDICAL INSURANCE NUMBER \_\_\_\_\_

SOURCE OF MEDICAL INSURANCE \_\_\_\_\_

**PLEASE COMPLETE REVERSE SIDE**

**The Salem Public Schools  
City of Salem**

Salem High School  
Mr. David Angeramo, Principal

77 Willson St., Salem, MA 01970  
(978) 740-1136 Fax (978) 740-1110

**Emergency Medical Attention Form**

November 5, 2015

To the Salem School Committee:

In case of an emergency requiring surgical/medical attention, I give permission to the chaperones and/or Lianne Goodwin to transport my child to the area hospital. In case of a severe emergency and I cannot be reached, I give permission to render treatment to my son/daughter \_\_\_\_\_.  
(name of student)

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF PARENT/GUARDIAN

<b><u>Allergies - please check</u></b>	<b><u>YES</u></b>	<b><u>NO</u></b>
Bee and Insect Bites	_____	_____
Foods	_____	_____
Inhalants such as trees or grass	_____	_____
Contact allergies such as soap	_____	_____
Pills or medicines or injections that give your child a reaction or sensitivity	_____	_____

If any of the above answers are yes, please list the allergies and methods of treatment.

Does your child use any of these aids - glasses, contact lens, hearing aids, etc?

**continued on reverse**

**The Salem Public Schools  
City of Salem**

Salem High School  
Mr. David Angeramo, Principal

77 Willson St., Salem, MA 01970  
(978) 740-1136 Fax (978) 740-1110

**Parent/Student Permission Slip**

To the Salem School Committee:

I have acquainted myself with the plan of the London, England drama trip during the month of April 2016 and I am willing that my son/daughter participate in this activity. I assume full responsibility for my child and agree that all reasonable requests of the Director, Lianne Goodwin, and/or designated chaperones/instructors be complied with by my child.

Sincerely,

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF PARENT/GUARDIAN

In conjunction with my parents, I am aware of the requirements of the London, England drama trip during the month of April 2016 and its implications of exemplary behavior and performance. I understand school rules will be in effect and agree that these rules and all reasonable requests of the Director, Lianne Goodwin, and/or designated chaperones/instructors be complied with.

Sincerely,

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF STUDENT



## ***Educational Tours***

# **SALEM HIGH SCHOOL GLOBAL EDUCATION PROGRAM**

*Curtain Time in London*

Prepared for: Lianne Goodwin  
Salem High School  
9/11/15

## *Your partner in global education*

As the **World Leader in International Education**, we've partnered with educators around the world for 50 years to help students gain new perspectives and build skills for the future through experiential learning. We provide a range of travel programs—Educational Tours, Language Immersion Tours, Service Learning Tours, Global Student Leaders Summits and Custom-Designed Tours—that provide in-depth exploration, authentic connections and hands-on experience. Every EF global program is designed to:

- Explore international destinations to gain awareness of global perspectives and connections
- Promote international understanding, respect for different cultures, language learning and global citizenship
- Align with school curricula to bring subjects, people, places and events to life
- Provide global settings to sharpen key 21<sup>st</sup> century skills—critical thinking, problem solving, communication, collaboration and global competence
- Develop interpersonal and leadership skills necessary to navigate new experiences with confidence and adaptability

---

## *What we'll cover in this document*

We've created this document specifically for you, your school and your students. It outlines the details of your proposed tour and the life-changing experiential learning opportunities that await your students.

### **PAGE**

1	Your partner in global education
2	Our commitment to education
3	Our commitment to safety
4	We'll handle the details
5	A day-by-day look at your tour
6-7	What your hotels will be like
8	What your meals will be like
9	Price details
10	Important final details

This proposal is property of EF Education First and the educator/school for which it was intended. Distributing, copying and/or sharing it are prohibited. The proposal, including pricing, is valid for the educator, tour and date(s) specifically mentioned herein. For additions, subtractions or modifications, please contact your EF Tour Consultant.

© 2015 EF Cultural Travel LTD For full terms and conditions visit [eftours.com/bc](http://eftours.com/bc).



## *Our commitment to education*

We believe the best way to help students gain new perspectives and build skills for the future is through experiential learning.

### **Accreditation**

EF is accredited, just like your school, and recognized by the following regional, national and international organizations: Middle States Association of Colleges and Schools (MSA-CES); Western Association of Schools and Colleges (WASC); Southern Association of Colleges and Schools (SACS-CASI) North Central Association (NCA-CASI); National Council for Private Schools Accreditation (NCPSA); and Accreditation International (AI).

### **A standard of excellence**

Our educational travel programs bring to life the knowledge and skills that are called for in many education initiatives, including:

- Partnership for 21<sup>st</sup> Century Skills (P21)
- International Baccalaureate – PYP, MYP, Diploma, IBCC
- Common Core State Standards for English Language Arts and Literacy in History/Social Studies, Science and Technical Subjects
- Global Competence Criteria—defined by the Asia Society and Council of Chief State School Officers
- Global Connection Standards in the National Curriculum Standards for Social Studies
- Culture and Connections Standards in the Standards for Foreign Language Learning
- Standards of Professional Learning—defined by Learning Forward

### **weShare, a more engaging learning experience**

Students learn on a deeper level when their lessons connect to their own lives. Our weShare platform makes sure that happens on tour. It taps into each student's strengths and passions, helping them put a more personal lens on their experience. Their post-tour presentations and videos give them a chance to reflect on and share what they've learned, and even earn high school or college credit.

### **Earning credit**

Students can earn credit by traveling on an EF tour and completing required coursework. We offer choices, so you can find the credit option that best fits you and your students' needs.

- Students in grades 7-12 can earn elective credit for completing assignments before, during, and after their EF tour, setting themselves apart from other college applicants.
- Students can earn college credit through our partnerships with accredited universities.

### **Accredited by:**



## *Our commitment to safety*

Our demonstrated commitment to safety and risk management is proven with our preventative procedures and extensive measures taken to ensure each traveler's safety.

### **Worldwide presence**

As the largest international student travel organization, we have 500 schools and offices in more than 50 countries worldwide. With 37,000 EF staff and teachers around the globe, we're accessible wherever and whenever you need us.

### **Global Liability Insurance Plan**

- All EF Group Leaders are covered for the duration of their EF educational tour.
- EF's Commercial General Liability Insurance is provided by nationally recognized insurance companies with A.M. Best Ratings of A-.
- Group Leaders and their schools are covered by our \$15 million liability policy and customer payments are protected by a \$1 million customer protection plan.
- EF's Global Liability Insurance Plan allows for schools and districts to be added to the policy by written agreement. EF can provide a certificate of insurance that details coverage.

### **All-Inclusive Coverage Plan**

Designed specifically with EF travelers in mind, teachers may add this comprehensive and affordable coverage plan to their tours.

### **EF's Peace of Mind Program**

At EF, we understand that plans can change due to unforeseen circumstances. EF's exclusive Peace of Mind Program ensures:

- Teachers can work with EF Educational Tours to change their tour's travel dates, modify their tour plans, find an all-new tour or cancel their tour up until 45 days prior to departure. When canceling in this time period, all travelers will receive a transferable travel voucher.
- With 44 days or less left until departure, teachers may still choose any of the above options if a formal Travel Warning is issued by the US Department of State for any country on your itinerary.

### **Highly respected in the industry by:**



## *We'll handle the details*

As your educational travel partner, we work with teachers, students and parents to ensure a seamless experience—before, during and after tour. In other words, we're with you every step of the way.

### **BEFORE TOUR**

#### **Support Team and resources**

Dedicated Tour Consultants guide teachers through the planning process, while Local Representatives from your area work face-to-face to provide support. We give teachers their own personal tour website with helpful tools to share tour information, manage deadlines and more. In addition to online resources, we also provide an array of printed materials for teacher, students and parents.

#### **International Training Tours**

Ensuring teachers are fully prepared to lead an EF tour is our commitment to your school community. Through our blended learning model, all first-time EF Group Leaders receive complimentary international training. Conducted by EF personnel and experienced EF Group Leaders, the program includes online, classroom and experiential learning components. In the event a Group Leader cannot attend one of these complimentary tours, we offer live webinars to prepare them and answer questions before they travel.

#### **Traveler account management**

Our knowledgeable and friendly Customer Service Representatives help travelers and their parents with all billing transactions, coverage plans and tour activity questions. We also offer flexible and convenient payment options that allow parents to choose when—and how—they want to pay.

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### **WHILE ON TOUR**

#### **Everything is included**

This all-inclusive global experience makes it easy for teachers and students to explore the world. From flights and hotels to most meals and experiential activities, we take care of every detail so travelers can focus on the experience.

#### **Guided travel**

A personal bilingual Tour Director stays with your group 24/7. They handle every on-tour detail to ensure a smooth travel experience while also providing unique local insight. Expert local guides, meanwhile, share their knowledge of history, art, architecture and more during guided tours.

---

### **AFTER TOUR**

#### **Program development**

We'll work with you to build a travel program at your school so even more students have the opportunity to experience the world.

# A day-by-day look at your tour

This is the itinerary page that students and parents will see in their tour day-by-day guide. It's just one of the many resources they'll receive in preparation for your tour.

## What you'll experience on your tour

### Day 1: Fly overnight to England

#### Day 2: London

Meet your Tour Director at the airport in London, a city of 8 million people that has become one of the world's great meeting points, while retaining a distinct character that still flows from the London Bridge to the Houses of Parliament. Great Britain's royal tradition and rich history greet you at every turn. During your visit, admire architectural marvels like the Elizabethan Jewel House of St. Paul's Cathedral, the 17th-century church designed by Sir Christopher Wren. Check out the only live-wildlife intervention at Piccadilly Circus as well as Hyde Park's urban greenery. You may even get a chance to witness the ceremonial Changing of the Guard. And don't forget to snap a picture of Big Ben from the banks of the River Thames.

Take a walking tour of London: The Strand, Trafalgar Square, Leicester Square, Covent Garden.

#### Day 3: London

Take an expertly guided tour of London. Big Ben and Houses of Parliament, Piccadilly Circus, St. Paul's Cathedral, Changing of the Guard at Buckingham Palace (if scheduled). Time to see a show in London or

- o Visit Windsor Castle
- o Attend an evening theater performance

#### Day 4: London

Attend a theater workshop.  
Visit the BBC Broadcasting House, the world's oldest national broadcasting organization.  
Enjoy an authentic fish and chips dinner.

#### Day 5: London

Follow the footsteps of London's  
o Visit Stratford, Shakespeare's birthplace. Gardens at Anne Hathaway's Cottage.  
Attend an evening theater performance.

#### Day 6: London

- Visit the Globe Theatre. Imagine London in 1599. Queen Elizabeth I reigned. William Shakespeare was the master of the globe and the Globe Theatre spanned 100 feet to the bank. While the original Globe went up in flames during a performance, the new Globe Theatre is a modern-day replica built just 250 yards from the original site. Take a tour of the theater. The ground and once-poorly packed is with over a 4,000 strings, watching a first-run Shakespeare play. The actors, the Globe's rowdy spectators and the great rock star audience, the members were known to hurl rotten food at on-stage actors. Enjoy your interactive lecture, delve into the inner workings of the playhouse and the history of Shakespeare's theater company.
- Enjoy free time at Borough Market.

#### Day 7: Depart for home

### o 2-DAY TOUR EXTENSION

#### Day 7: London

- Visit Stonehenge
- Take a guided literary tour of Bath
- Visit the Roman Baths

#### Day 8: London

- Take a backstage tour at the National Theatre. Located on the South Bank overlooking the Thames, the National Theatre is one of the United Kingdom's most celebrated publicly funded theater companies. On your tour, discover what goes into a major production.
- Attend an evening theater performance.

#### Day 9: Depart for home



## TOP THREE THINGS I WILL SEE, DO, TRY OR EXPLORE

- 1.
- 2.
- 3.

o Optionals and excursions

## *What your hotels will be like*

A good night's sleep is important, so you can count on safe, clean and comfortable hotels with private bathrooms. Every hotel we work with is required to meet our high standards for quality, safety and cleanliness. Three to four students of the same gender will share a room, which will have a combination of twin and shared double beds. Please be aware that hotels may have different amenities than you find in American hotels.

### **HERE ARE EXAMPLES OF THE TYPES OF HOTELS YOU'LL STAY AT ON TOUR:**

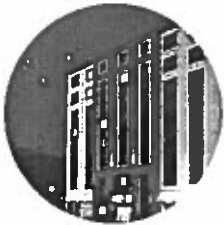


#### **PI Croydon**

Phillips House, 6 Lansdowne Road, Croydon CR0 2BX

[www.premierinn.com](http://www.premierinn.com)

Just a 15-minute train journey to Central London, this hotel is within walking distance of East Croydon Train Station. Whitgift Shopping Centre is also nearby. Our Croydon Town Centre Premier Inn has everything you'd expect: incredibly comfy beds in every room, the on site Thyme Restaurant and free Wi-Fi for 30 minutes in every bedroom.



#### **Holiday Inn Express Watford Junction**

Watford Junction, 19 Bridle Path, St. Albans Road

[www.galahotels.com](http://www.galahotels.com)

Holiday Inn Express Watford Junction is only a 2-minute walk away from the Watford Junction Train Station, and the fast train takes you to Central London or Wembley in just 20 minutes. Heathrow and Luton Airports are only a 30-minute drive away. There is a shuttle service, continental breakfast, a seasonal dinner menu, and an abundance of night life in Watford.



#### **St. Giles Heathrow**

Hounslow Road  
Heathrow, Middlesex

[www.heathrow.stgiles.com](http://www.heathrow.stgiles.com)

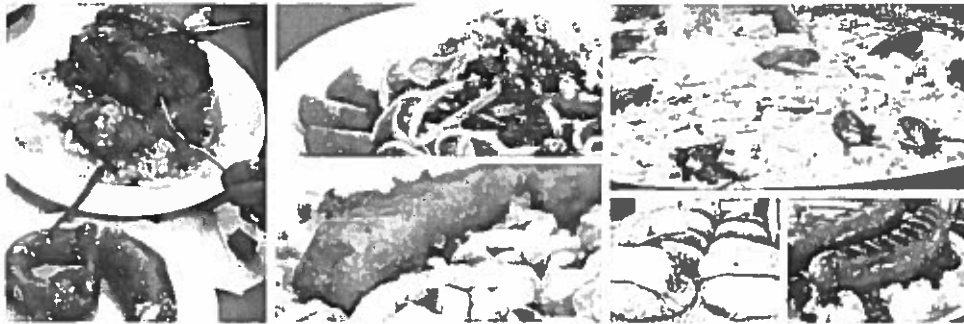
St. Giles Heathrow is a modern-style hotel located in the western suburbs of London. Situated across the street from the Feltham Rail Station, the hotel is approximately 30 minutes by train from downtown. Every room features air conditioning, television, telephone and Wi-Fi access. The hotel also has a restaurant, as well as a fitness center that guests can use for free.

## What your meals will be like

These are examples of the types of meals you and your students will be served on tour.

## SAMPLE MENUS: EUROPE

Discovering new foods can be one of the best parts of traveling. The sample menus below are just a few examples of the types of traditional, local favorites you will have the opportunity to try on tour. Every meal will include table water (or bottled water if deemed necessary by locals) and you can usually buy other beverages if you wish. All meals are served as a group—not à la carte—and a vegetarian option will be available if requested in advance. Please notify EF of any other dietary restrictions or food allergies you may have. Enjoy!



### AUSTRIA

Soup  
Wiener schnitzel  
Chocolate cake

### CZECH REPUBLIC

Soup  
Goulash  
Ice cream

### FRANCE

Menu 1  
Cheese quiche  
Turkey with rice, sauce,  
mushroom and beans  
Apple tart

### Menu 2

Salad  
Flammekueche  
Chocolate mousse

### Menu 3

Couscous with  
vegetables and meat  
Fruit salad

### GERMANY

Menu 1  
Pretzel with  
cream cheese  
Turkey with  
spätzle dumplings  
Fruit

### Menu 2

Vegetable soup  
Bratwurst with kraut  
and mashed potatoes  
Ice cream

### GREECE

Menu 1  
Spinach pie  
Moussaka  
Rice pudding

### Menu 2

Greek salad  
Chicken with oven-  
baked pasta  
Walnut pie

### ITALY

Menu 1  
Tomato bruschetta  
Cannellini beans with  
garlic and sage  
Lasagna  
Gelato

### Menu 2

Spaghetti with pesto  
Pork loin with spinach  
and potatoes  
Fruit salad

### IRELAND

Soup  
Chicken with mashed  
potatoes and gravy  
Fruit salad

### SPAIN

Spanish Tortilla  
Pork loin with potatoes  
and mushrooms  
Ice cream

### SWITZERLAND

Soup  
Alpine Macaroni  
Chocolate mousse

### UNITED KINGDOM

Menu 1  
Fish and chips  
Ice cream

### Menu 2

Chicken and hummus  
Flan

### Menu 3

Naan bread  
Chicken curry

## Price details

In addition to the support you receive before and after tour, along with the logistical support you receive on tour, your guaranteed lowest price covers all of the details.

# TOUR PRICE QUOTE

## Curtain Time in London

PREPARED FOR  
Lianne Goodwin

PREPARED ON  
September 11 2015

YOUR TOUR NUMBER  
1668135HT

YOUR TOUR WEBSITE  
[www.efitours.com/1668135HT](http://www.efitours.com/1668135HT)

## GUARANTEED LOWEST PRICE

Price valid for travelers enrolled September 11 2015 - September 30 2015

### Student

**\$3,015** or \$487 / 6 mos

### Adult

**\$3,290** or \$533 / 6 mos

#### PRICE BREAKDOWN

Program Price	\$2 855
Day 5 Oxford & Stratford	\$115
Day 6 Theatre Performance	\$45

Protect your travelers with the Global Travel Protection Plan for \$155. Ask your Tour Consultant for details.

Adult supplement required for travelers age 20 and older at the time of travel. Change and cancellation fees of up to the total price will apply. Applicable airline baggage fees are not included and can be found at [efitours.com/baggage](http://efitours.com/baggage). All prices subject to verification by an EF Tour Consultant. To view EF's Booking Conditions visit [efitours.com/bc](http://efitours.com/bc).

## *Important final details*

### **The EF Price Guarantee**

We're dedicated to making travel accessible to as many students as possible. Our unmatched global presence and longstanding relationship with airlines and hotels ensure you will always give your students the best experience at the lowest price, guaranteed.

What it means for you:

- The guaranteed lowest price—if you find a similar tour for less, we'll beat it.
- One simple price—no enrollment or departure fees.
- Once a student enrolls, their price will never change.

### **International Training Tours**

Through our blended learning model, all first-time EF Group Leaders experience a tour by traveling to Paris, Rome, Madrid, Berlin or Beijing, enhanced with online and classroom components. In the event a Group Leader cannot attend one of these complimentary tours, we offer live webinars to prepare them and answer questions before they travel.

I hope you've found this document useful. As your EF Representative, I'm here to answer any questions that you may have. Please don't hesitate to contact me with any questions.

Sincerely,  
Chris Rush  
Global Education Consultant  
617-619-1844  
chris.rush@ef.com



Watch videos, read reviews and enroll on your teacher's Tour Website

[eftours.com/](http://eftours.com/)










This is also your tour number

# CURTAIN TIME IN LONDON

7 or 9 days | England

England's theater tradition is among the richest in the world, and it shines brightest in London. Theater performances, backstage tours and lectures will bring drama to life and instill a deep understanding of England's theater culture. Meanwhile, pay attention to the city around you—it has inspired British playwrights for centuries.

## EVERYTHING YOU GET:

-  **Full-time Tour Director**
-  **Sightseeing:** 1 sightseeing tour led by an expert, licensed local guide (2 with extension); 1 walking tour
-  **Entrances:** 2 theater performances; Globe Theatre; *With extension:* Stonehenge; Roman Baths; 1 theater performance
-  **Experiential learning:** 1 theater workshop, 1 interactive lecture, *With extension:* 1 backstage theater tour
-  **weShare,** our online platform that taps into each student's interests for a more engaging learning experience
-   **All of the details are covered:** Round-trip flights on major carriers; Comfortable motorcoach; 5 overnight stays in hotels with private bathrooms (7 with extension); European breakfast and dinner daily
-  





The Official Website of the Attorney General of Massachusetts

## Attorney General Maura Healey

[Home](#) > [Government Resources](#) > [Open Meeting Law](#) > [OML FAQ: Remote Participation](#)

### OML FAQ: Remote Participation

#### Remote Participation

**If the practice of remote participation has been authorized in a municipality, may an individual public body adopt a policy prohibiting or further restricting its use?**

No. Only the adopting authority specified in 940 CMR 29.10(2) may establish restrictions on the use of remote participation. The adopting authority can authorize the practice for all public bodies within its jurisdiction but give all public bodies the opportunity to opt out of the practice, however.

**What types of restrictions may an adopting authority place on remote participation?**

An adopting authority, such as the Board of Selectmen in a town, may decide to adopt the practice of remote participation, but place restrictions on its use. Just as the adoption of remote participation must apply to all public bodies within the adopting authority's jurisdiction, however, any restriction on remote participation, other than on the amount or source of payment for any costs associated with the practice, must apply uniformly to all public bodies within the adopting authority's jurisdiction. **Note:** A local commission on disability that has separately adopted remote participation may set restrictions on use by its members.

For instance, a Board of Selectmen may choose to adopt a policy saying that no member of any public body in the town may participate remotely in more than three meetings each year. Or the Board may adopt a policy stating that a last minute lack of childcare shall be considered a personal emergency justifying remote participation under 940 CMR 29.10 (5)(c). However, the Board may not authorize the practice but say that only the Board of Selectmen can utilize it. The Board can say that funds for the purchase of necessary equipment will only be allocated for the Board's use, though.

An adopting authority also may not adopt a policy that violates state or federal law. Thus, it is not permissible for an adopting authority to say that no member may participate remotely due to personal disability or geographic distance, since these are allowable reasons for remote participation under the Attorney General's regulations. But the adopting authority can adopt a policy saying that any member wishing to participate remotely due to geographic distance must be a certain distance from the meeting location for his or her physical attendance to be considered unreasonably difficult.

**If remote participation has been adopted, must a quorum of a public body be physically present at the meeting location?**

Yes. A quorum of a public body, including the person chairing the meeting, must be physically present at the meeting location. The only exception to this general rule is for local commissions on disability (see below).

**May a local commission on disability use remote participation even if the practice has not been adopted by its municipal adopting authority?**

Yes. Local commissions on disability may decide by majority vote of the commissioners at a regular meeting to permit remote participation during a specific meeting or during all commission meetings. Adoption by the municipal adopting authority (i.e. Board of Selectmen or Mayor) is not required.

**Must a quorum of a local commission on disability always be physically present at the meeting location?**

No. Effective July 1, 2015, if a local commission on disability has adopted remote participation, a quorum of the commission does not need to be present at the meeting location. However, a local commission on disability must still provide a physical meeting location where interested members of the public may attend and hear the discussion by the body. Additionally, the commission's chair, or the person chairing the meeting in the chair's absence, must be present at the meeting location. This means that if the chair wishes to participate remotely, he or she may do so, but may not then chair the meeting. Finally, note that while the law requires that only one member of a local commission on disability (the chair) be physically present at the meeting location, a quorum of the commission must still participate, remotely or in person, for a "meeting" to occur.



The Official Website of the Attorney General of Massachusetts

## Attorney General Maura Healey

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### 940 CMR 29.00: Open Meetings

#### Open Meetings

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#### **29.01: Purpose, Scope and Other General Provisions**

(1) **Authority** . The Attorney General promulgates 940 CMR 29.00, relating to the Open Meeting Law, pursuant to M.G.L. c. 30A, sec. 25 (a) and (b).

(2) **Purpose** . The purpose of 940 CMR 29.00 is to interpret, enforce and effectuate the purposes of the Open Meeting Law, M.G.L. c. 30A, sec. 18-25.

(3) **Severability** . If any provision of 940 CMR 29.00 or the application of such provision to any person, public body, or circumstances shall be held invalid, the validity of the remainder of 940 CMR 29.00 and the applicability of such provision to other persons, public bodies, or circumstances shall not be affected thereby

(4) **Mailing** . All complaints, notices (except meeting notices) and other materials that must be sent to another party shall be sent by one of the following means: first class mail, email, hand delivery, or by any other means at least as expeditious as first class mail.

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#### **29.02: Definitions**

As used in 940 CMR 29.00, the following terms shall, unless the context clearly requires otherwise, have the following meanings:

**Commission** means the Open Meeting Law Advisory Commission, as defined by G.L. c. 30A, sec. 19(c).

**District Public Body** means a public body with jurisdiction that extends to two or more municipalities.

**Emergency** means a sudden, generally unexpected occurrence or set of circumstances demanding immediate action.

**Intentional Violation** means an act or omission by a public body or a member thereof, in knowing violation of M.G.L. c. 30A, sec. 18-25. Evidence of an intentional violation of M.G.L. c. 30A, sec. 18-25 shall include, but not be limited to, that the public body or public body member (a) acted with specific intent to violate the law; (b) acted with deliberate ignorance of the law's requirements; or (c) was previously informed by receipt of a decision from a court of competent jurisdiction or advised by the Attorney General, pursuant to 940 CMR 29.07 or 940 CMR 29.08, that the conduct violates M.G.L. c. 30A, sec. 18-25. Where a public body or public body member has made a good faith attempt at compliance with the law, but was reasonably mistaken about its requirements or, after full disclosure, acted in good faith compliance with the advice of the public body's legal counsel, such conduct will not be considered an intentional violation of M.G.L. c. 30A, sec. 18-25.

**Person** means all individuals and entities, including governmental officials and employees. **Person** does not include public bodies.

**Post notice** means to place a written announcement of a meeting on a bulletin board, electronic display, website, cable television channel, newspaper or in a loose-leaf binder in a manner conspicuously visible to the public, including persons with disabilities, at all hours, in accordance with 940 CMR 29.03.

**Public body** has the identical meaning as set forth in M.G.L. c. 30A, sec. 18, that is, a multiple-member board, commission, committee or subcommittee within the executive or legislative branch or within any county, district, city, region or town, however created, elected, appointed or otherwise constituted, established to serve a public purpose;

provided, however, that the governing board of a local housing, redevelopment or similar authority shall be deemed a local public body; provided, further, that the governing board or body of any other authority established by the general court to serve a public purpose in the commonwealth or any part thereof shall be deemed a state public body; provided, further, that "public body" shall not include the general court or the committees or recess commissions thereof, bodies of the judicial branch or bodies appointed by a constitutional officer solely for the purpose of advising a constitutional officer and shall not include the board of bank incorporation or the policyholders protective board; and provided, further, that a subcommittee shall include any multiple-member body created to advise or make recommendations to a public body.

Qualification for Office means the election or appointment of a person to a public body and the taking of the oath of office, where required, and shall include qualification for a second or any subsequent term of office. Where no term of office for a member of a public body is specified, the member shall be deemed to be qualified for office on a biannual basis on January 1st of a calendar year beginning on January 1, 2011. Where a member's term of office began prior to July 1, 2010, and will not expire until after July 1, 2011, the member shall be deemed to have qualified for office on January 1, 2011.

Remote Participation means participation by a member of a public body during a meeting of that public body where the member is not physically present at the meeting location.

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### **29.03: Notice Posting Requirements**

#### **(1) Requirements Applicable to All Public Bodies**

(a) Except in an emergency, public bodies shall file meeting notices sufficiently in advance of a public meeting to permit posting of the notice at least 48 hours in advance of the public meeting, excluding Saturdays, Sundays and legal holidays, in accordance with M.G.L. c. 30A, sec. 20. In an emergency, the notice shall be posted as soon as reasonably possible prior to such meeting

(b) Meeting notices shall be printed or displayed in a legible, easily understandable format and shall contain the date, time and place of such meeting and a listing of topics that the chair reasonably anticipates will be discussed at the meeting. The list of topics shall have sufficient specificity to reasonably advise the public of the issues to be discussed at the meeting. The date and time that the notice is posted shall be conspicuously recorded thereon or therewith.

(c) Notices posted under an alternative posting method authorized by 940 CMR 29.03(2)-(5) shall include the same content as required by 940 CMR 29.03(1)(b). If such an alternative posting method is adopted, the municipal clerk, in the case of a municipality, or the body, in all other cases, shall file with the Attorney General written notice of adoption of the alternative method, including the website address where applicable, and any change thereto, and the most current notice posting method on file with the Attorney General shall be consistently used

#### **(2) Requirements Specific to Local Public Bodies**

(a) The municipal clerk, or other person designated by agreement with the municipal clerk, shall post notice of the meeting in a manner conspicuously visible to the public at all hours in or on the municipal building in which the clerk's office is located. Such notice shall be accessible to the public in the municipal clerk's office. If such notice is not conspicuously visible to the public during hours when the clerk's office is closed, such notice shall also be made available through an alternative method prescribed or approved by the Attorney General under 940 CMR 29.03(2)(b). A description of such alternative method, sufficient to allow members of the public to obtain notice through such method, shall be posted in a manner conspicuously visible to the public at all hours on or adjacent to the main and handicapped accessible entrances to the municipal building in which the clerk's office is located.

(b) For local public bodies, the Attorney General has determined, pursuant to M.G.L. c. 30A, sec. 20(c), that the following alternative methods will provide more effective notice to the public:

- a. Public bodies may post notice of meetings on the municipal website;
- b. Public bodies may post notice of meetings on cable television, AND, post notice or provide cable television access in an alternate municipal building (e.g., police or fire station) where the notice is accessible at all hours;
- c. Public bodies may post notice of meetings in a newspaper of general circulation in the municipality, AND, post notice or a copy of the newspaper containing the meeting notice at an alternate municipal building (e.g., police or fire station) where the notice is accessible at all hours;
- d. Public bodies may place a computer monitor or electronic or physical bulletin board displaying meeting notices on or in a door, window, or near the entrance of the municipal building in which the clerk's office is located in such a manner as to be visible to the public from outside the building, or;
- e. Public bodies may provide an audio recording of meeting notices, available to the public by telephone at all hours.

#### **(3) Requirements Specific to Regional or District Public Bodies**

(a) Notice shall be filed and posted in each city and town within the region or district in the manner prescribed for local public bodies in that city or town.

(b) As an alternative method of notice, a regional or district public body may post a meeting notice on the regional or district public body's website. A copy of the notice shall be filed and kept by the chair of the public body or the chair's designee.

**(4) Requirements Specific to Regional School Districts.**

(a) The secretary of the regional school district committee shall be considered to be its clerk. The clerk of the regional school district shall file notice with the municipal clerk of each city and town within such district and each such municipal clerk shall post the notice in the manner prescribed for local public bodies in that city or town.

(b) As an alternative method of notice, a regional school district committee may post a meeting notice on the regional school district's website. A copy of the notice shall be filed and kept by the secretary of the regional school district committee or the secretary's designee.

**(5) Requirements Specific to County Public Bodies.**

(a) Notice shall be filed and posted in the office of the county commissioners and a copy of the notice shall be publicly posted in a manner conspicuously visible to the public at all hours in such place or places as the county commissioners shall designate for this purpose.

(b) As an alternative method of notice, a county public body may post a meeting on the county public body's website. A copy of the notice shall be filed and kept by the chair of the county public body or the chair's designee.

**(6) Requirements Specific to State Public Bodies.** Notice shall be posted on a website in accordance with procedures established by the Attorney General in consultation with the Information Technology Division of the Executive Office for Administration and Finance for the purpose of providing the public with effective notice. A copy of each notice shall also be sent by first class or electronic mail to the Secretary of State's Regulations Division. The chair of each state public body shall notify the Attorney General in writing of its Internet notice posting location and any change thereto. The public body shall consistently use the most current notice posting method on file with the Attorney General.

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## **29.04: Certification**

(1) For local public bodies, a document including M.G.L. c. 30A, sec. 18-25; a document including 940 CMR 29.00; and educational materials prepared by the Attorney General explaining M.G.L. c. 30A, sec. 18-25, and its application, shall be delivered by the municipal clerk to each member of a public body, whether elected or appointed, upon taking the oath of office, if required, and in every case before entering into performance of the office. Within two weeks after receipt of such materials, the member shall certify, on the form prescribed by the Attorney General, receipt of such materials. The municipal clerk shall maintain the signed certification for each such person, indicating the date the person received the materials.

(2) For regional, district, county or state public bodies, a document including M.G.L. c. 30A, sec. 18-25; a document including 940 CMR 29.00; and educational materials prepared by the Attorney General explaining M.G.L. c. 30A, sec. 18-25, and its application, shall be delivered by the appointing authority, executive director or other appropriate administrator or their designees, to each member of a public body, whether elected or appointed, upon taking the oath of office, if required, and in every case before entering into the performance of the office. Within two weeks after receipt of such materials, the member shall certify, on the form prescribed by the Attorney General, receipt of such materials. The appointing authority, executive director or other appropriate administrator, or their designees, shall maintain the signed certification for each such person, indicating the date the person received the materials.

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## **29.05: Complaints**

(1) All complaints shall be in writing, using the form approved by the Attorney General and available on the Attorney General's website. A public body need not, and the Attorney General will not, investigate or address anonymous complaints.

(2) Public bodies, or the municipal clerk in the case of a local public body, should provide any person, on request, with an Open Meeting Law complaint form. If a paper copy is unavailable, then the public body should direct the requesting party to the Attorney General's website, where an electronic copy of the form will be available for downloading and printing.

(3) For local public bodies, the complainant shall file the complaint with the chair of the public body, who shall disseminate copies of the complaint to the members of the public body. The complainant shall also file a copy of the complaint with the municipal clerk, who shall keep such filings in an orderly fashion for public review on request during regular business hours. For all other public bodies, the complainant shall file the complaint with the chair of the relevant public body, or if there is no chair, then with the public body. The complaint shall be filed within 30 days of the alleged violation of M.G.L. c. 30A, sec. 18-25, or if the alleged violation of M.G.L. c. 30A, sec. 18-25, could not

reasonably have been known at the time it occurred, then within 30 days of the date it should reasonably have been discovered.

(4) The public body shall review timely complaints to ascertain the time, date, place and circumstances which constitute the alleged violation. If the public body needs additional information to resolve the complaint, then the chair may request it from the complainant within seven business days of receiving the complaint. The complainant shall respond within 10 business days after he or she receives the request. The public body will then have an additional 10 business days after receiving the complainant's response to review the complaint and take any remedial action pursuant to 940 CMR 29.05(5)..

(5) Within 14 business days after receiving the complaint, unless an extension has been granted by the Attorney General as provided in 940 CMR 29.05(5)(a) and (b), the public body shall review the complaint's allegations; take remedial action, if appropriate; and send to the Attorney General a copy of the complaint and a description of any remedial action taken. The public body shall simultaneously notify the complainant that it has sent such materials to the Attorney General and shall provide the complainant with a copy of the description of any remedial action taken.

(a) Any remedial action taken by the public body in response to a complaint under 940 CMR 29.05(5) shall not be admissible as evidence that a violation occurred in any later administrative or judicial proceeding against the public body relating to the alleged violation.

(b) If the public body requires additional time to resolve the complaint, it may obtain an extension from the Attorney General by submitting a written request within 14 business days after receiving the complaint. The Attorney General will grant an extension if the request demonstrates good cause. Good cause will generally be found if, for example, the public body cannot meet within the 14 business day period to consider proposed remedial action. The Attorney General shall notify the complainant of any extension and the reason for it.

(6) If at least 30 days have passed after the complaint was filed with the public body, and if the complainant is unsatisfied with the public body's resolution of the complaint, the complainant may file a complaint with the Attorney General. When filing a complaint with the Attorney General, the complainant shall include a copy of the original complaint along with any other materials the complainant believes are relevant. The Attorney General may decline to investigate complaints filed with the Attorney General more than 90 days after the alleged violation of M.G.L. c. 30A, sec. 18-25, unless an extension was granted to the public body or the complainant demonstrates good cause for the delay.

(7) The Attorney General shall acknowledge receipt of all complaints and will resolve them within a reasonable period of time, generally 90 days. If additional time is necessary to resolve a particular complaint, the Attorney General will notify the complainant and the public body.

(8) If a complaint appears untimely, is not in the proper form, or is missing information, the Attorney General shall return the complaint to the complainant within 14 business days of its receipt, noting its deficiencies. The complainant shall then have 14 business days to correct the deficiencies and resubmit the complaint to the Attorney General. If the deficiencies are not corrected, no further action on the complaint will be taken by the Attorney General.

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## **29.06: Investigation**

Whenever the Attorney General has reasonable cause to believe that a violation of M.G.L. c. 30A, sec. 18-25, has occurred that has not been adequately remedied, then the Attorney General may conduct an investigation.

(1) The Attorney General shall notify the public body or person that is the subject of a complaint and an investigation of the existence of the investigation within a reasonable period of time. The Attorney General shall also notify the public body or person of the nature of the alleged violation

(2) Upon notice of the investigation, the subject of the investigation shall provide the Attorney General with all information relevant to the investigation. The subject may also submit a memorandum or other writing to the Attorney General, addressing the allegations being investigated.

If the subject of the investigation fails to voluntarily provide the necessary or relevant information within 30 days of receiving notice of the investigation, the Attorney General may issue subpoenas to obtain the information in accordance with M.G.L. c. 30A, sec. 24, to:

- (a) Take testimony under oath;
- (b) Examine or cause to be examined any documentary material; or
- (c) Require attendance during such examination of documentary material by any person having knowledge of the documentary material and take testimony under oath or acknowledgment in respect of any such documentary material.

Any documentary material or other information produced by any person pursuant to 940 CMR 29.06 shall not, unless otherwise ordered by a court of the Commonwealth for good cause shown, be disclosed without that person's consent by the Attorney General to any person other than the Attorney General's authorized agent or representative. However, the Attorney General may disclose the material in court pleadings or other papers filed in court; or, to the extent necessary, in an administrative hearing or other action taken to conduct or resolve the investigation pursuant to 940 CMR 29.00.

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## **29.07: Resolution**

(1) **No Violation.** If the Attorney General determines, after investigation, that the M.G.L. c. 30A, sec. 18-25, has not been violated, the Attorney General shall terminate the investigation and notify, in writing, the subject of the investigation and any complainant

(2) **Violation Resolved Without Hearing.** If the Attorney General determines after investigation that M.G.L. c. 30A, sec. 18-25, has been violated, the Attorney General may resolve the investigation without a hearing. The Attorney General shall determine whether the relevant public body, one or more of its members, or both, were responsible, and whether the violation was intentional or unintentional. The Attorney General will notify, in writing, any complainant of the investigation's resolution. Upon finding a violation of M.G.L. c. 30A, sec. 18-25, the Attorney General may take one of the following actions:

(a) **Informal action.** The Attorney General may resolve the investigation with a telephone call, letter or other appropriate form of communication that explains the violation and clarifies the subject's obligations under M.G.L. c. 30A, sec. 18-25, providing the subject with a reasonable period of time to comply with any outstanding obligations.

(b) **Formal order.** The Attorney General may resolve the investigation with a formal order. The order may require:

1. Immediate and future compliance with M.G.L. c. 30A, sec. 18-25;
2. Attendance at a training session authorized by the Attorney General;
3. That minutes, records or other materials be made public; or
4. Other appropriate action.

Orders shall be available on the Attorney General's website.

(3) **Violation Resolved After Hearing.** The Attorney General may conduct a hearing where the Attorney General deems appropriate. The hearing shall be conducted pursuant to 801 CMR 1.00 et seq., as modified by any regulations issued by the Attorney General. At the conclusion of the hearing, the Attorney General shall determine whether a violation of M.G.L. c. 30A, sec. 18-25, occurred, whether the public body, one or more of its members, or both, were responsible, and whether the violation was intentional or unintentional. The Attorney General will notify, in writing, any complainant of the investigation's resolution. Upon a finding that a violation occurred, the Attorney General may order:

- (a) Immediate and future compliance with M.G.L. c. 30A, sec. 18-25;
- (b) Attendance at a training session authorized by the Attorney General;
- (c) Nullification of any action taken at the relevant meeting, in whole or in part;
- (d) Imposition of a fine upon the public body of not more than \$1,000 for each intentional violation;
- (e) That an employee be reinstated without loss of compensation, seniority, tenure or other benefits;
- (f) That minutes, records or other materials be made public; or
- (g) Other appropriate action.

Orders issued following a hearing shall be available on the Attorney General's website.

(4) A public body or any member of a body aggrieved by any order issued by the Attorney General under 940 CMR 29.07 may obtain judicial review of the order through an action in Superior Court seeking relief in the nature of certiorari. Any such action must be commenced in Superior Court within 21 days of receipt of the order.

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## **29.08: Advisory Opinions**

The Attorney General may issue advisory opinions on request or at his or her own initiative to provide guidance to public bodies and the public on changes to M.G.L. c. 30A, sec. 18-25, court decisions interpreting M.G.L. c. 30A, sec. 18-25, or other developments concerning M.G.L. c. 30A, sec. 18-25.

(1) The Attorney General shall ordinarily make a draft advisory opinion available for comment on the Attorney General's website at least 60 days prior to the planned issuance of the opinion. Notice of the posting shall be provided to the Commission.

(2) Comments on the draft advisory opinion shall be submitted, in writing, to the Attorney General at least 30 days prior to the planned issuance of the opinion.

(3) Action taken by a public body in good faith compliance with an advisory opinion, provided that the circumstances are not materially different, shall not constitute an intentional violation of the M.G.L. c. 30A, sec. 18-25.

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## **29.09: Other Enforcement Actions**

Nothing in [940 CMR 29.06](#) or [29.07](#) shall limit the Attorney General's authority to file a civil action to enforce M.G.L. c. 30A, sec 18-25 [M.G.L. c. 30A, sec. 18-25](#) pursuant to [M.G.L. c. 30A, sec. 23\(f\)](#).

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## **29.10: Remote Participation**

(1) **Preamble**. Remote participation may be permitted subject to the following procedures and restrictions. However, the Attorney General strongly encourages members of public bodies to physically attend meetings whenever possible. By promulgating these regulations, the Attorney General hopes to promote greater participation in government. Members of public bodies have a responsibility to ensure that remote participation in meetings is not used in a way that would defeat the purposes of the Open Meeting Law, namely promoting transparency with regard to deliberations and decisions on which public policy is based.

(2) **Adoption of Remote Participation**. Remote participation in meetings of public bodies is not permitted unless the practice has been adopted as follows:

(a) **Local Public Bodies**. The Chief Executive Officer, as defined in [M.G.L. c. 4, sec. 7](#), must authorize or, by a simple majority, vote to allow remote participation in accordance with the requirements of these regulations, with that authorization or vote applying to all subsequent meetings of all local public bodies in that municipality.

(b) **Regional or District Public Bodies**. The regional or district public body must, by a simple majority, vote to allow remote participation in accordance with the requirements of these regulations, with that vote applying to all subsequent meetings of that public body and its committees.

(c) **Regional School Districts**. The regional school district committee must, by a simple majority, vote to allow remote participation in accordance with the requirements of these regulations, with that vote applying to all subsequent meetings of that public body and its committees.

(d) **County Public Bodies**. The county commissioners must, by a simple majority, vote to allow remote participation in accordance with the requirements of these regulations, with that vote applying to all subsequent meetings of all county public bodies in that county.

(e) **State Public Bodies**. The state public body must, by a simple majority, vote to allow remote participation in accordance with the requirements of these regulations, with that vote applying to all subsequent meetings of that public body and its committees.

(f) **Retirement Boards**. A retirement board created pursuant to [M.G.L. c. 32, sec. 20](#) or [M.G.L. c. 34B, § 19](#) must, by a simple majority, vote to allow remote participation in accordance with the requirements of these regulations, with that vote applying to all subsequent meetings of that public body and its committees.

(3) **Revocation of Remote Participation**. Any person or entity with the authority to adopt remote participation pursuant to 940 CMR 29.10(2) may revoke that adoption in the same manner.

(4) **Minimum Requirements for Remote Participation**.

(a) Members of a public body who participate remotely and all persons present at the meeting location shall be clearly audible to each other;

(b) A quorum of the body, including the chair or, in the chair's absence, the person authorized to chair the meeting, shall be physically present at the meeting location, as required by [M.G.L. c. 30A, sec 20\(d\)](#);

(c) Members of public bodies who participate remotely may vote and shall not be deemed absent for the purposes of [M.G.L. c. 39, sec. 23D](#).

(5) **Permissible Reasons for Remote Participation**. If remote participation has been adopted in accordance with 940 CMR 29.10(2), a member of a public body shall be permitted to participate remotely in a meeting, in accordance with the procedures described in 940 CMR 29.10(7), if the chair or, in the chair's absence, the person chairing the meeting, determines that one or more of the following factors makes the member's physical attendance unreasonably difficult:

(a) Personal illness;

(b) Personal disability;

(c) Emergency;

(d) Military service; or

(e) Geographic distance.



(6) Technology.

(a) The following media are acceptable methods for remote participation. Remote participation by any other means is not permitted. Accommodations shall be made for any public body member who requires TTY service, video relay service, or other form of adaptive telecommunications.

(i) telephone, internet, or satellite enabled audio or video conferencing;

(ii) any other technology that enables the remote participant and all persons present at the meeting location to be clearly audible to one another.

(b) When video technology is in use, the remote participant shall be clearly visible to all persons present in the meeting location.

(c) The public body shall determine which of the acceptable methods may be used by its members.

(d) The chair or, in the chair's absence, the person chairing the meeting, may decide how to address technical difficulties that arise as a result of utilizing remote participation, but is encouraged, wherever possible, to suspend discussion while reasonable efforts are made to correct any problem that interferes with a remote participant's ability to hear or be heard clearly by all persons present at the meeting location. If technical difficulties result in a remote participant being disconnected from the meeting, that fact and the time at which the disconnection occurred shall be noted in the meeting minutes.

(e) The amount and source of payment for any costs associated with remote participation shall be determined by the applicable adopting entity identified in 940 CMR 29.10(2).

(7) Procedures for Remote Participation.

(a) Any member of a public body who wishes to participate remotely shall, as soon as reasonably possible prior to a meeting, notify the chair or, in the chair's absence, the person chairing the meeting, of his or her desire to do so and the reason for and facts supporting his or her request.

(b) At the start of the meeting, the chair shall announce the name of any member who will be participating remotely and the reason under 940 CMR 29.10(5) for his or her remote participation. This information shall also be recorded in the meeting minutes.

(c) All votes taken during any meeting in which a member participates remotely shall be by roll call vote.

(d) A member participating remotely may participate in an executive session, but shall state at the start of any such session that no other person is present and/or able to hear the discussion at the remote location, unless presence of that person is approved by a simple majority vote of the public body.

(e) When feasible, the chair or, in the chair's absence, the person chairing the meeting, shall distribute to remote participants, in advance of the meeting, copies of any documents or exhibits that he or she reasonably anticipates will be used during the meeting. If used during the meeting, such documents shall be part of the official record of the meeting, and shall be listed in the meeting minutes and retained in accordance with M.G.L. c. 30A, sec. 22.

(8) Further Restriction by Adopting Authority. These regulations do not prohibit any person or entity with the authority to adopt remote participation pursuant to 940 CMR 29.10(2) from enacting policies, laws, rules or regulations that prohibit or further restrict the use of remote participation by public bodies within that person or entity's jurisdiction, provided those policies, laws, rules or regulations do not violate state or federal law.

(9) Remedy for Violation. If the Attorney General determines, after investigation, that 940 CMR 29.10 has been violated, the Attorney General may resolve the investigation by ordering the public body to temporarily or permanently discontinue its use of remote participation.

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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 during the school year with a Student Advisory Committee to consist of at least 5 members composed of students elected by the student body of Salem High School. The leadership of the school shall make every effort to recruit students who are representatives of the diversity of the school to seek election to this body.

The Student Advisory Committee 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 members as a non-voting member. S/he will not have the right to attend Executive Sessions of the School Committee.

Legal Reference: MGL 71:38M

[First Reading: November 16, 2015](#)

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## STUDENTS AND INSTRUCTION 5000

### 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

Tabled: November 2, 2015

First Reading: November 16, 2015

STUDENTS AND INSTRUCTION

5000

STUDENT CONDUCT

5400

STUDENT DEMONSTRATIONS AND STRIKES

5406

Any student who willingly takes part in an unauthorized assembly, sit-in, protest meeting, etc., which is disruptive of the educational process, shall be subject to disciplinary action up to and including suspension.

[First Reading: November 16, 2015](#)

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STUDENTS AND INSTRUCTION	5000
STUDENT CONDUCT	5400
STUDENT DRESS	5411

[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 an acceptable dress code, or school uniform. Decisions regarding an acceptable dress code will be made by the respective school leadership team in consult with the superintendent.](#)

[First Reading: November 16, 2015](#)

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Students and Instruction	5000
Miscellaneous Items	5800
Use of <b>Handheld Devices</b>	5805

Handheld devices may be used during school hours to enhance the learning process. Handheld devices include, but are not limited to, mobile phones, tablets, and laptops. Salem Public Schools considers the usage of such devices during school hours as a privilege and not a right. To that end, the rules and regulations on proper use of handheld devices will be the responsibility of the leadership team of the respective school and will be communicated in the student handbook.

First Reading – November 16, 2015

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STUDENTS AND INSTRUCTION	5000
INTERSCHOLASTIC ATHLETICS	5600
OUT-OF-STATE TRAVEL	5601

The [superintendent](#) authorizes athletic teams and/or individual athletes to travel out-of-state for the purpose of regularly scheduled contests, scrimmages, or regional events. The athletic director [and/or coach](#) are responsible for [coordinating](#) such events. The principal must approve all out-of-state travel for athletic purposes.

[First Reading: November 2, 2015](#)

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STUDENTS AND INSTRUCTION

5000

HEALTH AND SAFETY

5700

[Alternative Transportation to School](#)

5714

If a student rides a bicycle, [skateboard, or other alternative forms of transportation](#) to school, he or she should park and lock it securely. The school department does not take responsibility for [items](#) that are lost or damaged while on school property. For safety reasons, some schools [may](#) prohibit [alternative transportation on school property](#).

[For additional information, please refer to the Student Handbook.](#)

[First Reading – November 2, 2015](#)

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STUDENTS AND INSTRUCTION 5000

MISCELLANEOUS ITEMS 5800

STUDENT PARKING 5801

Licensed students [with registered vehicles](#) may park in student parking areas during [regular](#) school hours. A parking permit may be required and a fee may be charged for the permit. This fee, if any, will be set by the Salem School Committee and reviewed [annually](#).

For [additional](#) information, [please](#) refer to the student handbook.

[First Reading: November 2, 2015](#)

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<b>STUDENTS AND INSTRUCTION</b>	<b>5000</b>
<b>MISCELLANEOUS ITEMS</b>	<b>5800</b>
<b>ATHLETICS AND STUDENT ACTIVITIES FEES</b>	<b>5807</b>

All students participating in athletics and student activities may be charged a participation fee. Students showing financial hardship, as deemed by the athletic director or student activities director, will be excused from paying these fees or will pay a reduced rate. These fees, if any, will be set by the Salem School Committee and reviewed annually.

**First Reading; November 2, 2015**

**STUDENTS AND INSTRUCTION** \_\_\_\_\_ **5000**

**INSTRUCTIONAL PROGRAM** \_\_\_\_\_ **5200**

**GRADING AND REPORTS ON ACADEMIC PROGRESS**  
**5204**

The Salem School Committee recognizes the responsibility of the district and schools to provide regular reports of student progress. The School Committee further recognizes that these reports are a vital form of communication between the schools and parents/guardians. The School Committee also believes that reports must be based upon student progress toward learning goals.

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All schools will issue reports to parents/guardians depicting student achievement relative to established and communicated learning standards at a minimum of three times annually with the first being issued no later than mid December.

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Schools will hold regularly scheduled conferences in December and in March after report of progress (i.e., report cards) have been issued and distributed to parents/guardians.

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In addition to the established, regular reports, parents/guardians will be notified if a student's performance requires discussion and/or action outside of the established schedule.

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Parents/guardians may also request meetings on progress with the school.

Major changes in the reporting system shall be preceded by a cooperative study and evaluation by representative teachers, school leaders, parents/guardians, and the Superintendent or his/her designee, who will submit the proposal to the School Committee for consideration and approval.

Rachel Hunt 10/27/2015 9:49 AM

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First Reading: September 21, 2015

Second Reading: October 5, 2015

Third Reading: [November 16, 2015](#)

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# STUDENTS AND INSTRUCTION

## STUDENT CONDUCT 5400

### TOBACCO USE POLICY 5402

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

Approved: 1/ 3/05 Approved: 1/ 9/06

First Reading: November 16, 2015

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**STUDENTS AND INSTRUCTION** **5000**

**STUDENT CONDUCT** **5400**

**DRUG USE (Formerly Drug Abuse Policy)** **5404**

**PROPOSED REVISION:**

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 consequences outlined in the student handbook and in accordance with state and federal law.

For pertinent information, refer to the appropriate student handbook. Legal Reference: MGL 71:37H

**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.

Legal Reference: MGL 71:37H

First Reading: October 19, 2015

Second Reading: November 2, 2015

<b>STUDENTS AND INSTRUCTION</b>	<b>5000</b>
<u>STUDENT CONDUCT</u>	5400
SCHOOL BUS	5409

**PROPOSED REVISION:**

The School Committee and its staff share with students and their families the responsibility for student safety during transportation to and from school. The authority for enforcing School Committee requirements of student conduct on buses will rest with the Principal.

To ensure the safety of all students who ride in buses, it may occasionally be necessary to revoke the privilege of transportation from a student who abuses this privilege. Parents/guardians of children whose behavior and misconduct on school buses endangers the health, safety, and welfare of other riders will be notified that their children face the loss of transportation privileges in accordance with regulations approved by the School Committee.

First Reading of Revision: October 19, 2015

**Existing Policy Language:**

**RESPONSIBILITIES WHILE RIDING**

While riding on the bus or waiting at the bus stop, students are expected to behave and not do anything that might be dangerous to themselves or others. **ALL SCHOOL RULES ARE IN EFFECT AT THE BUS STOP AND ON THE BUS.** Everyone is expected to observe the safety rules outlined in their student handbook.

The Salem School Committee adheres to the state law requiring K-6 students living more than 2 miles from school to receive school bus transportation. **DISCIPLINE**  
The bus driver is responsible, among other activities, for the supervision of pupil bus behavior. The principal must assure safe, prompt loading and unloading of buses. In addition, the principal is responsible for ensuring disciplinary action for any students who violate the rules of acceptable bus behavior.

**TRANSPORTATION TO AFTER SCHOOL PROGRAMS**

The Salem Public Schools require that both public and private transporters arrive at the schools at the designated dismissal times.

Providers of transportation to private after school programs must have the transportation vehicles at the schools by the scheduled dismissal time. If the private transportation vehicle is unavailable at dismissal time, the child shall be required to use the publicly contracted transportation system to return home.

Children who are required to walk to or from school are expected to walk directly home if the private transportation to the after school program has not arrived by dismissal time.

The Salem Public Schools cannot accept the responsibility of supervising children who wait for private transportation to day care or after school programs beyond the contractual work day for teachers.

For pertinent information, refer to the appropriate student handbooks.

First Reading: October 19, 2015

Second Reading: November 2, 2015





Philip Littlehale  
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# Memo

To: Salem School Committee

From: Philip A. Littlehale

Date: November 5, 2015

Re: FY16 Budget Transfer Request (10) – Collins Middle School

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Collins Middle School Principal Glenn Burns is requesting a transfer of \$5,000 from Personnel Line Athletics to Non Personnel Athletics Contracted Services. The transfer is requested to move funds to the appropriate line for the needed expenses.

The transfer request is summarized as follows:

Date		ORG	OBJ	Description	Amt
11/5/2015	From	13450920	5116	Athletics	(5,000)
11/5/2015	To	13450921	5860	Equipment	5,000

I recommend approval of the transfer.

Thank You.