



# School Committee Meeting Materials

## **Regular School Committee Meeting**

**October 2, 2017**

**7:00pm**



***Mr. James M. Fleming  
Ms. Deborah Amaral  
Ms. Mary A. Manning***



***Mr. Patrick Schultz  
Dr. Brendan R. Walsh  
Ms. Kristine Wilson***

***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."**

September 28, 2017

**REGULAR SCHOOL COMMITTEE MEETING**

Notice is hereby given that the Salem School Committee will hold a Regular School Committee meeting on Monday, October 2, 2017 at 7:00 p.m. The meeting will be held in the School Committee Chambers at Collins Middle School, 29 Highland Avenue, Salem, MA.

**AMENDED AGENDA**

- I. Call of Meeting to Order**
- II. Approval of the Agenda**
- III. Approval of Minutes**
  - a. Deliberation and Vote on the Minutes of the Regular School Committee Meeting held September 18, 2017
- IV. Questions and Comments from the Audience**
- V. Superintendent's Report – Margarita Ruiz**
- VI. Presentation and Reports**

Pillar 1 – Create a Vibrant K-12 Teaching & Learning Ecosystem  
Standards Based Grading Update
- VII. Action Items**
  - a. Deliberation and Vote on the Overnight Camping Field Trip Request for New Liberty 9<sup>th</sup>-12<sup>th</sup> High School Graders to the AMC's Cardigan Lodge in Alexandria, NH on October 23-25, 2017
  - b. Discussion and Vote to Approve a Request of \$5,000 From the Dominion Fund to Support Expenses Related to the Community Convening as Part of the Redesign of the High School Experience in Salem Public Schools. (Pillar 2 of the SPS Strategic Plan).

VIII. Finance Report

**a. Approval of Warrants**

September 28, 2017 in the amount of \$328,629.56

October 5, 2017 in the amount of \$574,988.06

**b. Budget Transfers**

IX. Subcommittee Reports

**Policy Subcommittee**

a. Deliberation and Vote on Policy 6406 Voting Method – Tabled from 9/18/17

b. Deliberation and Vote on the First Reading of the Recommendation of the Policy Subcommittee on the Revisions to the Following Policies in the 3000-Policy Series:

3406 Expense Reimbursements  
3502 Building Inspection  
3503 Buildings and Grounds  
3504 Emergency Evacuation Drills  
3506 Building Construction and Rehabilitation  
3602 School Bus Drivers' Responsibilities  
3603 School Bus Accidents

X. **Executive Session**

School Committee to Enter Into Executive Session, as Per Exemption #5, to discuss AFSCME's Level 4 grievance

XI. **School Committee Concerns and Resolutions**

XII. **Questions and Comments from the Audience**

Respectfully submitted by:

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Angelica Alayon, Secretary to the  
Salem School Committee

Salem School Committee  
Meeting Minutes  
Monday, September 18, 2017

A regular meeting of the Salem School Committee was held on Monday, September 18, 2017 at 7:10 p.m. in the School Committee Chambers at Collins Middle School, 29 Highland Avenue, Salem, MA.

**Members Present:** Mayor Kimberley Driscoll, Dr. Brendan Walsh, Ms. Mary Manning, Mr. James Fleming, Ms. Kristine Wilson, and Ms. Deborah Amaral

**Members Absent:** Mr. Patrick Schultz

**Others Present:** Margarita Ruiz, Superintendent, Kate Carbone, Assistant Superintendent, Margaret Marotta, Assistant Superintendent, Kristin Shaver, Business Manager, Kelley Rice, Chief of Communications, and Jill Conrad, Chief of Systems Strategy

**Call to Order**

Mayor Driscoll called the Regular Meeting of the Salem School Committee to order at 7:06 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**

**Deliberation and Vote of the Revised Minutes of the Regular School Committee meeting held December 5, 2016**

**Deliberation and Vote of the Revised Minutes of the Regular School Committee meeting held August 21, 2017**

**Deliberation and Vote of the Minutes of the Regular School Committee meeting held September 5, 2017**

**Discussion**

Members clarified the year of the Regular School Committee meeting to be 2016 and not 2017 as shown on the Agenda. The year shall be corrected.

Dr. Walsh motioned to approve all three Minutes listed on the Agenda. Mr. Fleming seconded the Motion. The Motion carried.

**Questions and Comments From the Audience**

Andrea French, 7 Cleveland Road, announced that the Special Education Parent Advisory Council is hosting an open forum with Superintendent Margarita Ruiz on Tuesday, September

26, 2017 at 6:30pm at the Collins Middle School, in the School Committee Chambers. She mentioned that there is another upcoming event, Basic Rights Workshop facilitated by the Federation for Children With Special Needs on Monday, October 2<sup>nd</sup>, 2017 at 6:30pm in the Bowditch School Library. The Basic Rights is a comprehensive walk-through for anyone who is new to the Special Education process. Translation and childcare will be provided.

### **Discussion**

Ms. Manning asked Ms. French if the forum has a focus? Ms. French said that the focus is on Special Education. It is an informal discussion. They are going to listen to the Superintendent's plans moving forward. Ms. Ruiz stated that the topic of discussion tends to be general. Parents are directed to resources as needed, nothing specific that would violate regulations.

### **Questions and Comments From the Audience continued**

Beth Kontos, Salem Teacher's Union President, reminded everyone that they are having a fundraiser this Saturday at Tavern Square, for First Books. They are going to be distributing books later on this year. Students and siblings of Salem Public Schools can go and take books home. Teachers will also have an opportunity to keep some books in their classroom. They will have appetizers and a 50-50 raffle. Every school in Salem will be participating in the raffle. Everyone will be socializing. She invited the members to join them. It will be from 2 to 7pm. It will be family-friendly.

### **Superintendent Report – Margarita Ruiz**

Ms. Ruiz reported that the start of the school year went smoothly. She had an opportunity to visit most of the Salem schools at opening day. There was high energy and excitement across the district. She visited the Bowditch and Witchcraft on September 7 2017, the first day of school and on the first day of Kindergarten at the Horace Mann School, which started last Monday. The Witchcraft Heights Elementary School was in partnership with the Food and Nutrition Services and was one of twelve schools selected to participate in a North East Farm to School Institute. This is a highly competitive opportunity. The institute is a yearlong helpful learning opportunity to help advance their food initiatives in farm and nutrition education with serving local products in the cafeteria. Superintendent Ruiz announced that Mass Mentoring will begin training community organizations on how to build healthy youth adult relationships beginning in October. These trainers will train business owners, residents, and others in the art of youth development across communities. Ms. Ruiz also announced that Paul Reville former Massachusetts Education Secretary and Director of the By All Means Initiative at Harvard University, will be visiting Salem on September 26, 2017. Mr. Reville will be speaking at the Salem Rotary. He will be highlighting the work in Salem as part of his visit. Ms. Ruiz stated they will be informing School Committee members on the implementation of City Connects later this fall for Pre-K to 8<sup>th</sup> Grade. Superintendent Ruiz reported there were bus issues at the start of the school year. This was the first year that the district implemented Versa Trans online routing software system, which links to the new student information system. The goal of the implementation of this online program is to create efficient bus routes based on student data to reduce the travel time for students and maximize the bus occupancy with an eye to helping reduce transportation cost. Due to technical glitches, bus routes were

generated extremely close to the opening of school on September 7, 2017 and did not provide a time for the district to properly communicate with families. Ms. Ruiz provided an example of a particular situation that happened. Bus stops have been revised and have been spread throughout Lafayette Street. This helped reduce a significant amount of students that wait at one particular stop. Ms. Ruiz further informed School Committee members on the topic.

### **Discussion**

Mr. Fleming asked about practice rounds performed prior to the start of the school year on the new online routing system. Superintendent Ruiz responded that the certification of the data for state reporting had been delayed because there was a need for them to verify the data accuracy before the rollover took place. The student data rollover did not happen until mid August. They needed that rollover in order to accurately route the students and Versa Trans. They will be doing a complete review for better future efficiency. Members shared concerns and feedback and continued discussion on the topic. Ms. Manning asked if there were enough crossing guards. Ms. Shaver said they could use more crossing guards. There are crossing guard positions available and have been posted for those who may interested. Mr. Fleming suggested that experienced crossing guards be paired with new crossing guards for guidance and direction. Superintendent Ruiz announced that they have changed the hours of the Parent Information Center Office at the Collins Middle School, to better serve families. The Center will be open from Monday through Wednesdays from 8am to 4pm, Thursdays from 8am to 6pm, and Friday's from 8am to 1pm. Ms. Ruiz also updated the School Committee members on the High School redesign process.

### **Presentations and Reports**

SPS Strategic Plan

Pillar 2: Re-imagine the High School Experience

Update on the High School Redesign Work at Salem High School

Mr. David Angeramo, Salem High School Principal, gave an informative presentation and updated members on the Strategic Planning Process. The presentation talked of the extensive work of the redesign at the Salem High School. Mr. Angeramo walked School Committee members through the strategic planning's new Vision statement, top six 21<sup>st</sup> century skills and qualities of an SPS Graduate, and highlight of the three recommendations in the district strategic plans. Mr. Angeramo talked in detail about the school-based planning process, which highlighted the steps that have been taken and of upcoming expectations. He invited everyone to the first **Community Convening** of the reimagining High School experience on November 2, 2017 from 6:00-8:30pm at the Salem High School Auditorium. Dinner will be served. Mr. Angeramo continued his presentation informing School Committee members of the work that is currently underway, provided other updates, and answered questions for School Committee members. Members and Mr. Angeramo continued discussion. Superintendent Ruiz and Mr. Angeramo informed members of a future request at the next School Committee meeting of some funds to help with the convening.

### **Discussion**

Mayor Driscoll asked for an update on Salem High School's Child Care program. Superintendent Ruiz said it is in operation. Principal Angeramo reported that four students and nine staff members are currently using the service. The program is working well.

### **Action Item**

#### **Deliberation and Vote on the Overnight Field Trip Request for Saltonstall 7<sup>th</sup> and 8<sup>th</sup> Graders to the Nature Classroom in Ocean Park, ME on October 16-20, 2017**

Mr. Fleming motioned to approve the request for Saltonstall 7<sup>th</sup> and 8<sup>th</sup> Graders to the Nature Classroom in Ocean Park, ME on October 16-20, 2017. Ms. Wilson seconded the motion. The Motion carried.

### **Finance Report**

#### **a. Approval of Warrants**

September 14, 2017 in the amount of \$129,987.90

September 21, 2017 in the amount of \$164,380.54

Mr. Fleming motioned to approve the two warrants in the amounts stated. Ms. Amaral seconded the motion. The Motion was approved.

#### **b. Budget Transfer Requests**

There were no Budget Transfer requests

### **Subcommittee Reports**

#### **Policy Subcommittee**

#### **Deliberation and Vote on Policy 6406 Voting Method – Tabled from 9/5/17**

### **Discussion**

Mr. Fleming asked Mayor Driscoll or members of the committee if they would forward attorney Kulack's opinion relative to the necessity of 4 votes for review. Ms. Amaral said she would provide him with it.

Subcommittee members will be meeting tomorrow 9/19/17 for further discussion of Policy 6406. Policy 6406 remains tabled.

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

Mr. Fleming thanked the 240 golfers who participated in the Salem Days Tournament last Monday, which raised over \$24,000. Twenty Two Thousand were given away in scholarships for existing Salem students. Dr. Walsh thanked his colleague, Mr. Fleming, and everyone else involved with that tournament. It is an extremely worthy endeavor.



Ms. Amaral briefly commented that warrants now require only one signature; School Committee members would still vote on the Budget at School Committee meetings but the Mayor can sign warrants on their behalf.

### **Questions and Comments From the Audience**

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 entertained the motion to adjourn. Dr. Walsh seconded the motion. The meeting was adjourned.

Respectfully submitted by:

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Angelica Alayon, Secretary  
Salem School Committee

### **Meeting Materials and Reports**

- School Committee Agenda September 18, 2017
- Description of the Corrections Made to the Minutes for 12/5/16 and 8/21/17
- Revised Minutes of the December 5, 2016 Regular School Committee Meeting
- Revised Minutes of the August 21, 2017 Regular School Committee Meeting
- Minutes of the September 5, 2017 Regular School Committee Meeting
- Salem Public Schools Strategic Planning Process Work Team Recommendations
- Strategic Planning Update
- Field Trip Request for the Saltonstall School to the Nature Classroom in Ocean Park, ME
- Policy 6406





# Strategic Planning Update



**Pillar 1: Create a Vibrant K-12 Teaching & Learning System**

***School Committee Meeting***

*October 2, 2017*

# Connecting Work Under Way to the Strategic Plan

**Strategy #3**--Strengthen personalized learning approaches that will accelerate and deepen student learning by tailoring instruction/supports to each student's individual needs, skills, and interests.

**Tactic**--Continue to implement standards-based grading and reporting practices.

# Standards-Based Grading Timeline

2014-2015	2015-2016	2016-2017	Sept. 2017	Oct. 2017	Nov. 2017	Dec. 2017
Dissemination Grant awarded by DESE	Dissemination Grant research completed	Proficiency Scale development for specialists, science at K-8	Planning for 10-12th grade roll out at the HS			Form grade 9 parent feedback group, begin to collect feedback
	Developed proficiency scales and report card language for K-8 Core Courses	Developed proficiency scales and report card language for Gr. 9 Core Courses	<b>Work Team Meetings</b> <ul style="list-style-type: none"> <li>Grades 10-12 develop proficiency scales and maps</li> <li>K-8 Vanguard develops language for the 4 on the proficiency scale</li> </ul>			
	Vanguard Teachers piloted standards-based grading	K-8 Core Content areas piloted standards-based report card	Gr. 9 Core Content areas piloted standards-based grading	Gr. 9 Core Content areas piloted standards-based grading	Gr. 9 Core Content areas piloted standards-based report card	

# K-8 Standards-Based Report Card

- Standards-based report card in place for all core and special area courses
  - *English Language Development and World Language-- development of curriculum maps and proficiency scales still under way*
- All K-8 teachers using Aspen electronic gradebook
  - *Update gradebook every two weeks*
- Reconfiguration of Vanguard Team
  - *To support refinement such as defining what a “4” means*
- Opening the Parent Portal
  - *Planned for January 2018*

# High School *Pilot of Standards-Based Practices*

**January 2017**

## High School Vanguard Team Formed

- Complete curriculum maps
- Develop proficiency scales
- Research best practice
- Introduce standards-based practices to the rest of the Gr. 9 team
- Provide summer PD for every Gr. 9 teacher



# Voices from the Field



**Amy Selvaggio**

**SHS Gr. 9 History Teacher**

- Proficiency scales specify the discrete skills related to a standard which are the sub-skills a student needs to learn in order to master a standard.
- Because proficiency scales break down what students need to know and be able to do, it is clear what students need to do next to improve their work.
- Students use proficiency scales to set goals about what they will do next to improve the quality of their work.



# Draft High School Report Card



Salem Public School District  
Standards Based Report Card  
School Year: 2017 - 2018

Last Name:  
First Name:  
Grade Level:  
Homeroom:  
Homeroom Teacher:

Salem High School  
77 Wilson Street  
Salem, MA 01970  
978-740-1123

Paragraph about reading the report card goes here. Do not stop at the summary table. Please go into the individual courses for detailed information about how your student is doing. Each course has student skills etc.

Mastery Level (ML)	
Above Grade Level Work	4 - Student work shows multiple skills beyond grade level 3.5 - Student work shows skill beyond grade level
Grade Level Expectations	3 - Student work meets grade level requirements
Progressing towards proficiency	2.5 - Demonstrates most foundational skills consistently 2 - Demonstrates some foundational skills
Limited progress towards proficiency	1.5 - Student shows some grade level skills independently 1 - Student shows some grade level skills with help
No evidence of mastery	0 - Student work shows no evidence of mastery

Is student's learning on target for this time of the year?
ON - on target
DEV - developing
AOC - area of concern

Course & Teacher	Course Level	Q1 ML Grade	Q2 ML Grade	Q3 ML Grade	Q4 ML Grade	Final ML	Final Grade	Earned Credit
Algebra 1 - Candone	A	2.5	2.9	3.2	3.5	3.5	B+	1.0
History - Dervaggio	H	1.5	2	2.5	2.5	2.5	B-	1.0
ELA 9 - Fleury	CP	2	2	2.5	3	3	A-	1.0
Biology - DiMauro	CP	2.5	2	2.5	2.5	2.5	B-	1.0
Spanish 1 - spanish teacher	CP	C+	B-	C-	C+		C+	1.0
Culinary Arts - Berman	CP	B+	A	B	B		B+	1.0
Band - Napierkowski	CP	B	B	B	B+		B+	1.0
Ceramics - Kirk	CP	A-	B-				B+	.5
Keyboarding - Leblanc	CP			B	B		B	.5

## Attendance Overview

	Q1	Q2	Q3	Q4	YTD
Absent					
Tardy					
Dismissed					

Principal Comment Box

Algebra 1	Q1	Q2	Q3	Q4
Reasoning with Equations	2.3 DEV	2.5 DEV	2.8 DEV	3 ON
Non-Linear Functions	3.3 ON	3.5 ON	3.5 ON	3.3 ON
Linear Functions	2 DEV	2.5 DEV	3 ON	3.5 ON
Data Analysis	NA	NA	1.5 AOC	1.5 AOC
Characteristics of Successful Learners	Q1	Q2	Q3	Q4
Homework completion	DEV	ON	ON	ON
On Time and Prepared for Class	AOC	AOC	DEV	ON
Responsible/ Punctual	ON	ON	ON	ON
Respectful/ Cooperative	DEV	AOC	ON	ON
Participation	AOC	AOC	DEV	ON
<b>Course Description:</b> This quarter Algebra students focused on extending their knowledge of linear and exponential functions to include quadratic functions. Students wrote equations, graphed, and analyzed all types of functions presented as table, graph, or real-world situation.				
Tardies	0	0	0	0
Absence	2	1	3	2
<b>Teacher comments:</b> Demonstrates proficiency in math facts and procedural fluency Uses time efficiently and completes classwork in a timely manner				

# High School Standards-Based Report Card

## *Parent Support & Communication Plan*

- Written advisories
- Parent Meetings
  - Meet the Teacher Night*
  - Parent Conferences*
- Parent Portal
  - Anticipate opening during 2nd quarter*



# Scaling Standards-Based Practices at the High School

- **Continue with Vanguard Team**
  - *Use their experiences to onboard additional faculty*
- **Determine steps for next year**
  - *Bring on Gr. 10*
  - *Or scale to Gr. 10-12*
- **Complete “School Profile”**
  - *Graduation requirements*
  - *Scales*
  - *Conversion tables*

Education improvement efforts over the past two decades have focused primarily on articulating standards for student learning, refining the way we assess students' proficiency on those standards, and tying results to accountability. The one element still unaligned with these reforms is grading and reporting. Student report cards today look much like they looked a century ago....

*Tom Guskey, 2011*



# NEW LIBERTY INNOVATION SCHOOL

School Committee Members

Thursday, September 28, 2017

RE: Cardigan Lodge Three Day Trip

Dear School Committee Members,

New Liberty Innovation School has been offered a three-day trip to the Cardigan Mountain area of New Hampshire located in Alexandria. Over that last three years, New Liberty has partnered with the Youth Opportunities Program (YOP) which is a program under the Appalachian Mountain Club that offers outdoor leadership training and outdoor adventure programming to organizations and schools that work with urban youth.

YOP has generously given New Liberty this free three day trip through a grant. They will be providing the gear, the transportation, food and the lodging along with a trained outdoor staff member. Two New Liberty staff will also be in attendance to lead up to 9 students on this trip. The dates are Tuesday, October 24-Thursday, October 26, 2017. Students will be working on the following competencies while they explore the great outdoors: Respectful, Communicator, Healthy, Mindful, Writer. We also find that student's develop confidence and leadership skills through these types of adventures.

We request approval from you for this excellent opportunity.

Respectfully Submitted,

Jennifer Thomas, SAC, LICSW  
Coordinator of Counseling Services

A Salem Public School  
Two East India Square, Suite 200, Salem, MA 01970  
Ph: 978-825-3470 Fax: 978-825-3475

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Coaching Students for College, Career, and Community Involvement



## YOUTH OPPORTUNITIES PROGRAM YOUTH MOUNTAIN ADVENTURE PROGRAM (YMAP) GENERAL INFORMATION



Welcome to the Appalachian Mountain Club's Youth Opportunities Program! YOP has an exciting 3 day experience of outdoor adventure, exploration, and fun planned for New Liberty Innovations School. Enclosed in this packet you'll find an abundance of information and several forms. Please read through everything carefully. After reviewing all of the enclosed materials, please call us with any questions (617-391-6599). We're looking forward to seeing you this Fall!

**YOP's Mission:** The mission of the Appalachian Mountain Club's Youth Mountain Adventure Program (YMAP) is to expose urban youth to the wonders of the outdoors. YMAP aims to foster an appreciation for the environment, develop self-esteem, instill a spirit of adventure, and promote teamwork, friendships, and a sense of community through fun and educational outdoor experiences.

**Partnerships:** YMAP trips are a partnership between the AMC's Youth Opportunities Program (YOP) and a sponsoring youth organization. YOP provides the trip instructors, food, lodging, and general organization. The sponsoring youth organization coordinates with youth and parents and sends one of their YOP-trained staff on the trip. The sponsoring organization will be responsible for distributing information to families and determining which young people will attend the trip. Each trip will have one main contact person from the sponsoring youth organization who will be the point of contact for any questions. You may also contact YOP directly at 617-391-6599 with any questions.

**YOP Staff:** The AMC's professional instructors are dedicated, energetic, and talented leaders experienced in working with youth. All our instructors are trained and/or certified in wilderness medicine, Leave No Trace principles, and have strong backcountry skills and ethics. They come from a wide variety of backgrounds and life experiences and are committed to providing youth with fun and educational experiences in the outdoors while maximizing the safety of all participants. One instructor, along with the YOP trained youth worker from the partnering youth organization, will be with the group throughout trip. Additional agency staff may be present on the trip.

**Trip Expectations:** We don't require any prior outdoor experience to take part in YMAP – all ability levels are welcome! We do expect a desire to try new things and face new challenges as well as a willingness to cooperate with the group. Participants are expected to support each other through challenges and share camp chores with the help of the instructors. Enthusiasm and a positive attitude will make this trip an adventure of a lifetime!

**Policies:** In attending a YOP led experience youth/parents/guardians agree to abide by the following policies and regulations. These policies and regulations are for the safety of the individual, the group, and the organization.

1. The possession or use of tobacco products, alcohol, or illegal drugs is not part of any YOP program and not allowed on this trip. Possession or use will be dealt with in the appropriate manner by the participating organization's staff and YOP staff.
2. Disruptive and/or Sexual behavior will not be tolerated during the program. Participants agree to respect others in the group and the environment they are in and to fully participate in the activities planned. Pairing off or "coupling" divides the group and is unacceptable along with all forms of harassment.
3. Electronics: All electronics including cell phone, radio, cd player, iPods, electronic games, etc. are not allowed on this trip. We want youth to be able to focus on the trip, each other, and nature and avoid these distractions. In addition, there is a significant risk that these items could be lost, stolen, or destroyed.

**Trip Location:** YMAP trips will take place at AMC's Cardigan Lodge property in New Hampshire. Groups will be sleeping in Cardigan Lodge for two nights. Cardigan Lodge is located in Alexandria, NH and the phone number is 603-744-8011.

**Level of Physical Activity:** Participants do not have to be super athletes to enjoy any of the activities, but they will have a more comfortable experience if they get some form of regular exercise. The hiking is moderate– this means you will hike 1-5 miles, gain 1800' in elevation, and the trails are rocky, rugged and steep in parts. The instructors will teach the participants how to keep going when the trail gets challenging.

**Food:** Participants eat three full meals a day, including plenty of snacks. Favorite meals include pasta, burritos,

hamburgers, peanut butter and jelly, cereal, cookies, fruit, and hot chocolate for chilly evenings and mornings. We easily accommodate most dietary restrictions; let us know in advance so we can plan accordingly. All participants help prepare and clean up after meals. Youth will learn to use a camp stove and make new creations to impress family at home!

**Transportation:** All transportation for this trip is included. Youth will be picked up and dropped off at a location determined by the sponsoring youth organization. This is typically at the youth organization. Final transportation details will be provided at the pre-trip meeting. During the trip, participants will be transported to and from trailheads, canoeing locations, and other activity areas in a passenger van driven by the instructors. All drivers have gone through our driver training and we check their driving records. Parents and guardians are responsible for coordinating pick up and drop offs for youth at the sponsoring youth organization.

**Clothing:** Weather in the mountains is quite unpredictable and can vary widely. It can get very cold (low 40s) at night and a cold wind can blow across the top of mountains, even in the summer. Wearing the right clothes and having the proper equipment can make the difference between a safe and enjoyable trip and a miserable experience. The AMC will provide all specialized outdoor clothing, and teach participants how to use it correctly. You do not need to buy anything special for this trip. For clothing we promote the *layering system*: Start with an under layer, which should be polypropylene ("polypro,") then an insulating layer of fleece or wool, and last an outer layer which is wind/rain proof. Synthetic or wool fabrics are best as they hold less moisture than other fabrics. Youth will be expected to bring their own t-shirts, shorts, underwear, and other regular clothing items. A packing list is included in this packet.

**Sleeping Arrangements:** On both nights of the trip, the group will sleep in Cardigan Lodge. Boys and girls will sleep in separate rooms in the lodge. The rooms have up to 6 bunks per room and a bathroom with showers down the hall. As the lodge is self-service, youth will use sleeping bags as bed linens and these can be borrowed from YOP.

**Personal Hygiene:** Keep your toiletries simple: toothbrush, small toothpaste, comb or brush, and facecloth. Girls should bring necessary feminine products. Instructors will discuss tips for dealing with them at the beginning of the trip. Showers will be during student downtime.

**Tick Prevention:** Deer Ticks, though less prevalent in NH, are an outdoor risk as they can transmit Lyme disease. YOP instructors will have participants conduct full body tick checks every 12 hours to increase prevention of Lyme. Wearing long pants and long sleeved shirts as well as DEET insect repellent can offer some protection from ticks as well.

**Medications:** Youth workers from the sponsoring youth organization are responsible for carrying and distributing ALL medications during the trip for the safety of your child as well as the other participants. This includes painkillers and commonly used OTC drugs. *Send your child's medications in the pharmacy's bottle with the full label attached.* Please talk to the staff at your sponsoring youth organization to clarify any questions about the medications. During the YMAP trip, your child will and should continue taking any medications he or she does on a regular basis.

**In Case of a Family Emergency:** An AMC staff person is on call 24 hours a day to respond to program needs. Do not plan on your child being able to call home during the trip as the group is usually far from phones. If you need to reach your child in case of a serious emergency, you can call Cardigan Lodge at 603-744-8011. Tell the staff your child is part of the YOP/YMAP trip and they will do their best to contact the group. Please keep in mind that the group may be far from the lodge and it may take some time before they can be reached. An AMC staff member is also available in Boston and can be reached at 617-391-6599.

**Safety:** As participant safety is a high priority for all AMC-sponsored events, procedures and policies have been developed to attempt to limit participant risk. Participants are expected to work with staff to reduce risks and make the experience successful for all. In case of an emergency, the AMC staff is trained in wilderness first aid, carry first-aid kits, and follow a comprehensive Emergency Action Plan. The AMC uses radios or other communication devices -- although these are not reliable in all locations and conditions. Despite such steps, parents and participants should be aware that there are risks associated with outdoor adventure activities, including but not limited to cooking and camp chores, adverse weather and environmental conditions, remote locations of our trips, and transportation in vehicles, on foot, by boat, or on a bike. Please carefully read and sign the *Participant Acknowledgement and Assumption of Risks and Release and Indemnity Agreement* and call if you have any questions. Parents' and participants' understanding of these risks and adherence to our policies and procedures can contribute to making this experience rewarding.



**Cost:** YMAP trips are provided through scholarships from many donors and are free to all participants. AMC will provide instruction, transportation to and from and during the course, all meals, outdoor equipment, and all camping fees during the program. **Please keep in mind that the value of this trip is \$ 350 per youth.** Please let your sponsoring youth organization know immediately if your child cannot attend the trip so that another young person can have the opportunity.

**For More Information, Contact:** Nathan Schumacher at 617-391-6599 or [nschumacher@outdoors.org](mailto:nschumacher@outdoors.org) or trip leader Megan Luce at [mluce@outdoors.org](mailto:mluce@outdoors.org)



## YOUTH OPPORTUNITIES PROGRAM YOUTH MOUNTAIN ADVENTURE PROGRAM (YMAP)



### PACKING LIST

Conditions can be cold, wet, sunny and windy. Because cotton loses its insulating value when wet, it is essential to wear wool, fleece, and polypropylene. Cotton T-shirts are fine for warm sunny days, but please **DO NOT** bring cotton sweatshirts or flannel shirts/pants. **We cannot take anyone outdoors without proper clothing. Warm layers will be provided, please pack the items under the "Please Bring" section.**

#### *Please wear:*

- ❑ Comfortable clothes and shoes for the drive there and back

#### *Please bring:*

- ❑ Small backpack or duffle bag to pack personal items in
- ❑ Sleep wear (not what you have been hiking in)
- ❑ 1 pair of sneakers in case boots don't fit
- ❑ Towel for shower
- ❑ 1 pair of shorts to hike in
- ❑ 1 t-shirt if weather is warm
- ❑ 1 athletic pant (not jeans) for hiking
- ❑ 1 long sleeve shirt
- ❑ Changes of underwear
- ❑ Toiletries - **toothbrush, toothpaste, comb/brush**
- ❑ Any personal items such as medication, glasses
- ❑ Sunglasses or baseball hat
- ❑ Chapstick, lip balm (optional)
- ❑ Disposable camera (optional)

#### *Please DO NOT BRING:*

- ❑ Jeans, jean shorts, sweatshirts, or sweatpants
- ❑ Alcohol or illegal drugs
- ❑ Any electronics including: cell phone, radio, cd player, iPod, electronic games, etc.
- ❑ Dangerous objects of any kind, including knives
- ❑ Matches or lighters

Refer to **the Our Policies section in the General Information section of this packet** for other unacceptable items.

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#### *We will provide the following for all participants:*

- 1 set of wool or polypropylene long underwear (top and bottom)
- 1 set of fleece insulating layer (top and bottom)
- 1 set of waterproof raingear (jacket and pants)
- 1 pair of hiking boots
- 2 pairs of wool socks
- 1 wool or fleece hat
- 1 pair of wool or fleece gloves or mittens
- 2 water bottles
- Sleeping bag

- Ground pad
- Backpack
- Trash bags & Ziploc bags to organize clothing & gear
- All food
- First-aid kit
- Sunscreen and Bug repellent
- Compass, maps and other activity supplies





**Please Detach All the Above  
Pages for Your Reference**

**Fill Out All Forms Following  
This Page Completely To  
Ensure the Participation of  
Your Youth**



Appalachian Mountain Club – Youth Opportunities Program  
Confidential Health Questionnaire

Participant Name: \_\_\_\_\_  
First Middle Last

YOP Program Name: \_\_\_\_\_ Course Start Date: \_\_\_\_\_

Birthday: \_\_\_\_\_ Height: \_\_\_\_\_ Weight: \_\_\_\_\_ ☐ Male ☐ Female  
Month/Day/Year

Home Address: \_\_\_\_\_  
Street City State Zip code

Phone #s: \_\_\_\_\_  
Day Evening Cell

Emergency Contact: \_\_\_\_\_  
Name Relationship

Emergency Contact's Phone #s: \_\_\_\_\_  
Day Evening Cell

SEVEN-QUESTION HEALTH QUESTIONNAIRE

*Parent or legal guardian should complete form for all children under 18 years participating in AMC activity.*

	Yes	No
1. Have you experienced an asthma attack at any time in your life? (Asthma can potentially be affected by exercising at altitude, in dry air, extreme cold, etc.)		
2. Have you ever been diagnosed with type I or type II diabetes? (A diabetic can easily become dehydrated in backcountry environments. Further, long, arduous days/hikes can lead to hypoglycemia, etc.)		
3. Have you ever visited a medical professional for a serious allergic reaction, or have you ever been given a shot of epinephrine for an allergy or anaphylaxis? (Some people are allergic to stinging insects; nut products or other food products which a co-participant might be carrying or may be included in a meal prepared by AMC staff; iodine, which might be used to treat drinking water and/or clean wounds, etc.)		
4. Have you ever received medical treatment for angina, a heart attack, or any type of heart disorder/disease?		
5. Have you ever been diagnosed with or are you currently being treated for high blood pressure? (The environment and workload associated with AMC courses can sometimes affect BP and/or the efficiency of some BP medications.)		
6. Have you ever seen a medical professional following a seizure, or are you currently being treated for any type of seizure disorder? (Some seizures are triggered by fatigue and dehydration [which can occur following a long hike], significant change in diet, stress, etc.)		
7. Is there anything else you think we should know about your medical background? (i.e., anything that could affect your safety or ability to participate fully?)		

**If you answered YES to ANY of the seven questions above please answer the following:**

- I was diagnosed with \_\_\_\_\_ in the last year.
- I have visited the emergency room in the last year due to \_\_\_\_\_
- I have had to use epinephrine following an asthma attack/allergies or anaphylaxis in the last year?
  - Will you be bringing/carrying epinephrine on the outing? \_\_\_\_\_
  - What are you allergic to? \_\_\_\_\_
- How often do you use your inhaler to treat your asthma or wheezing? \_\_\_\_\_
- Do you have poor circulation due to your diabetes? \_\_\_\_\_
- Will you be carrying insulin or wearing an insulin pump during your outing? \_\_\_\_\_
- Are you able to exert yourself for more than 30 minutes without experiencing angina (chest) pain? \_\_\_\_\_
- Are you currently taking medication for your seizures? \_\_\_\_\_
- Have you experienced a seizure within the past year? \_\_\_\_\_
- Is your blood pressure currently under control (i.e., systolic under 140 and diastolic between 60 and 100)? \_\_\_\_\_

If there is anything else you think we should know about your medical background, please explain below. Attach a separate sheet if necessary.

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**DIETARY RESTRICTIONS:** Do you have any dietary restrictions? ☐ Yes – list below ☐ No

**Please be specific: (food allergies, iodine/seafood allergy, vegetarian, no red meat, vegan, lactose intolerant, strong food dislikes, etc.)** \_\_\_\_\_

**PLEASE READ CAREFULLY!** Participants (or parents/guardians, if appropriate) must read and sign below.

**Participant acknowledgement of accuracy and understanding.** By signing this form, I am declaring that, to the best of my knowledge, I have completed the questionnaire accurately. I also understand that by knowingly filling out the form inaccurately, or by withholding pertinent information about my health, I could potentially be increasing the risk to myself or others.

**Consent to accept aid.** By signing this form, I am giving consent and permission for AMC staff, volunteers, representatives, or contractors to provide medical care to me or to my child, to transport me or my child to a medical facility or to seek the aid of emergency medical services as deemed appropriate. I further authorize AMC staff, volunteers, representatives, or contractors to render whatever treatment they consider necessary for my or my child's health, and I agree to pay all costs associated with that care and transportation.

\_\_\_\_\_  
Participant's name (printed)

\_\_\_\_\_  
Participant's signature

\_\_\_\_\_  
Signature of parent/guardian (if applicant is under 18)

\_\_\_\_\_  
Date

**APPALACHIAN MOUNTAIN CLUB PARTICIPANT**  
**ACKNOWLEDGMENT AND ASSUMPTION OF RISKS & RELEASE AND INDEMNITY AGREEMENT**

**INTRODUCTION**

**PLEASE READ THIS ENTIRE TWO-PAGE DOCUMENT** (hereafter 'Document') **CAREFULLY BEFORE SIGNING.** All participants must sign this Document. For participants under 18 yrs. of age (hereafter sometimes 'minor' or 'child'), one or both parent/s or guardian/s (hereafter collectively 'parent/s') must also sign. In consideration of the services of the Appalachian Mountain Club, Inc., a charitable, not-for-profit corporation, organized and existing under the laws of Massachusetts, and its chapters, including all officers, directors, employees, representatives, agents, independent contractors, volunteers (including leaders and co-leaders), members and all other persons or entities associated with it (collectively referred to in this Document as 'AMC'), **I (participant and parent/s of a minor participant), acknowledge and agree as follows:**

Appalachian Mountain Club contracts with individuals or organizations that are independent contractors (not employees or agents of Appalachian Mountain Club) to conduct some of the activities participants may engage in. Although the Appalachian Mountain Club has made efforts to locate responsible contractors, it does not supervise or control these contractors and is not responsible for their conduct. Participant (and parent/s) acknowledge that they may independently investigate and assess these organizations and activities, if they choose to do so. **Further, Appalachian Mountain Club uses volunteers to assist with, and sometimes lead activities, workshops or programs. These individuals are not paid professional guides or leaders. In all activities, all participants share in the responsibility for their own safety and the safety of the group.**

**ACKNOWLEDGMENT & ASSUMPTION OF RISKS**

AMC instructional, educational and/or adventure activities (which may be scheduled or unscheduled, supervised or unsupervised and/or occur during free time) include, but are not limited to hiking, backpacking, camping, biking, skiing, snowboarding, snowshoeing, high and low ropes courses, trail work, maintenance of facilities, mountaineering, rock and ice climbing, canoeing, kayaking, sailing, swimming, environmental education, wilderness emergency medical training, first aid and rescue, participation in volunteer service projects, use of AMC huts or other facilities and transportation or travel to and from activities (referred to in this Document as 'activities' or 'these activities'). **These activities include inherent and other risks, hazards and dangers** (referred to in this Document as 'risks') **that can cause or lead to injury, damage, death or other loss to participant or others. The following includes some, but not all of those risks:**

**Risks present in an outdoor, mountainous or wilderness environment on land or water, both on and off trail.** Travel can be subject to storms, strong winds, avalanches, currents, waves, whitewater, lightning, rapidly moving rivers or other water bodies, difficult stream crossings, snow or ice, extremely hot, humid or cold weather or water, steep terrain, falling rock, stinging or disease carrying animals or insects, wild animals and other natural or human-made hazards and dangers. Hazards may not be marked and weather is unpredictable year-round.

**Risks in decision making,** including, without limitation, the risk that AMC may misjudge a participant's capabilities, health or fitness level, or misjudge some aspect of instruction, medical treatment, weather, terrain, water level, or route location.

**Personal health and participation risks.** The risk that a participant's mental, physical or emotional condition (disclosed or undisclosed, known or unknown) combined with participation in these activities could result in injury, damage, death or other loss.

**The risk that equipment used** in an activity may be misused, or may break, fail or malfunction.

**AMC activities may take place in remote places,** several hours or days from any medical facility, causing potential delays or difficulties with communication, transportation, evacuation and medical care.

**Risks connected with meals and/or cooking and camping chores.** Meals may include exposure to food allergens. Risks also include gas explosion, scalding or other burns associated with cooking over a gas stove or open fire, and water contamination from natural water sources. All water may be contaminated and should be disinfected, filtered or boiled before use.

**Risks associated with AMC facilities and premises,** including boulders, ruts, slippery walkways, ponds or other water sources, uneven ground or other conditions.

**Risks associated with transportation.** Travel can be on foot or by vehicle, bicycle, boat or other means and can be over rough and unpredictable terrain or via oceans or rivers, with wind, rain, or other adverse weather conditions.

**Volunteer community service.** Risks associated with activities such as (but not limited to) building, digging and trail maintenance, painting, construction and clean-up projects. Projects can include the use of tools and equipment (i.e. drills, saws, power tools) that can cause injury resulting from use, misuse or malfunction.

**Risks regarding conduct,** including the potential that the participant, or other participants or third parties (e.g. general public, rescue squad, medical facility) may act carelessly or recklessly.

**Participants may have limited, unsupervised time** during, before or after the start of an AMC program. This may include periods of free time, or periods of time alone while engaged in backcountry travel. **During both supervised and unsupervised activities, all participants share in the responsibility for their own safety and the safety of the group.**

**Other risks** that are generally associated with instructional, educational and/or adventure activities.

**These and other risks may result in participants falling, being struck, colliding with objects or people, experiencing vehicle or boat collision or capsizing, drowning, reacting to weather conditions or increased exertion, suffering gastro-intestinal complications or allergic reactions, becoming lost or disoriented, or experiencing other problems. These and other circumstances may cause hyperthermia, hypothermia, frostbite, dehydration, burns, heart or lung complications, broken bones, concussions, paralysis, mental or emotional trauma, or other injury, damage, death or loss.**

2/23/10 RMT

**I (participant and parent/s of a minor participant) agree:**

- To accurately complete all required forms (which may include, but is not limited to the AMC application, registration and medical forms), abide by the terms of those documents, and obey all AMC rules, regulations and policies;
- If participant has any mental, physical or emotional conditions or limitations that might affect his/her ability to participate I agree to disclose those to AMC, and represent that participant is fully capable of participating without causing harm to him/herself or others;
- AMC is, and has been available, should I have further questions about these activities and the associated risks;
- AMC cannot assure participant's safety or eliminate any of these risks.

**Participant is voluntarily participating with knowledge of the risks. Therefore, participant (and parent/s of minors) assume and accept full responsibility for the inherent and other risks (both known and unknown) of these activities, and for any injury, damage, death or other loss suffered by participant (and parent/s of minors), resulting from those risks and/or resulting from participant's negligence or other misconduct.**

**RELEASE AND INDEMNITY AGREEMENT**

**Please read carefully. This Release and Indemnity agreement contains a surrender of certain legal rights. I (adult participant, or parent/s for themselves and for and on behalf of their participating minor child) agree as follows:**

- (1) **to release and agree not to sue AMC**, with respect to any and all claims, liabilities, suits or expenses (including attorneys' fees and costs) (hereafter collectively 'claim' or 'claim/s') for any injury, damage, death or other loss in any way connected with my/my child's enrollment or participation in these activities, or use of AMC equipment, facilities or premises. **I understand I agree here to waive all claim/s I or my child may have against AMC, and agree that neither I, my child, or anyone acting on my or my child's behalf, will make a claim against AMC, as a result of any injury, damage, death or other loss suffered by me or my child;**
- (2) **to defend and indemnify** ('indemnify' meaning protect by reimbursement or payment) **AMC** with respect to any and all claim/s brought by or on behalf of me, my child or a family member for any injury, damage, death or other loss in any way connected with my/my child's enrollment or participation in these activities or use of AMC equipment, facilities or premises.

**This Release and Indemnity Agreement includes claim/s resulting from AMC's negligence (but not its gross negligence or intentional or reckless misconduct), and includes claim/s for personal injury or wrongful death (including claim/s related to emergency or medical response, assessment or treatment), property damage, breach of contract or any other claim.**

**CONCLUSION**

I (participant and parent/s of a minor participant) agree that the substantive laws of Massachusetts govern this Document, any dispute I have with AMC and all other aspects of my relationship with AMC, and that any mediation, suit, or other proceeding must be filed or entered into only in Massachusetts.

AMC reserves the right to remove any participant from the program who staff or leaders believe, in their discretion, presents a safety concern or medical risk, is disruptive, or acts in any manner detrimental to the program. If participant is dismissed or departs for any reason, participant (and his/her family) are responsible for all costs of early departure whether for medical reasons, dismissal, personal emergencies or otherwise. These costs include, but are not limited to medical evacuation and costs, plane, train or taxi fare, accommodations, and costs and compensation for staff accompanying participant.

**This Document is intended to be interpreted and enforced to the fullest extent allowed by law. Any portion of this Document deemed unlawful or unenforceable shall not affect the remaining provisions, and those remaining provisions shall continue in full force and effect.**

**Participant and parent/s of a minor participant agree: I have carefully read, understand and voluntarily sign this two-page Document and acknowledge that it shall be effective and binding upon me, my minor children and other family members, and my heirs, executors, representatives and estate. One or both parent/s must sign below for any participating minor (those under 18 years of age).**

\_\_\_\_\_  
Participant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print name here

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print name here

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print name here

# PHOTO RELEASE

Your consent is greatly appreciated as it allows photos taken during this program to be used by the AMC in the future, but it is not required. The Youth Opportunities Program is funded by grants in order to make our trainings and trips affordable. Photos of our activities help our fundraising efforts. We'd greatly appreciate your consent!

I hereby authorize the Appalachian Mountain Club (AMC) and/or parties designated by the AMC (including periodicals, other printed matter, or electronic media, and their editors) to use my photograph for sale to or reproduction in any medium the AMC or its designees see fit for the purposes of education, advertising, display, exhibition, or editorial use.

Print Participant's Name: \_\_\_\_\_

Participant's Signature: \_\_\_\_\_

Date \_\_\_\_\_

**If applicant is under 18 a parent or guardian signature is required:**

Signature of parent/guardian \_\_\_\_\_

Date \_\_\_\_\_



I do not want my photo/my child's photo to be used.

## SCHOOL COMMITTEE

6000

## SCHOOL COMMITTEE MEETINGS

6400

## VOTING METHOD

6406

State law provides that:

The committee shall create and maintain accurate minutes of all meetings, including executive sessions, setting forth . . . the decisions made and the actions taken at each meeting, including the record of all votes.

No vote taken at an open session shall be by secret ballot. Any vote taken at an executive session shall be recorded by roll call and entered into the minutes.

Approval of a majority of the School Committee, equal to no less than 4 affirmative votes, is required for final adoption or amending policies; approving resolutions, contracts, calendars, improvement plans and the annual budget, as well as other non-routine items before the committee.

A quorum at a meeting may constitute approval for the purpose of routine matters of the committee including approving minutes, budget transfers and general items (e.g. field trips, referral of matters to Committee, etc.) and not specifically requiring approval of a majority of the full body

Members abstaining or declaring him or herself present understand that they are expressing their willingness to accept the will of the majority of those members actively voting.

In keeping with the law, the Salem School Committee has adopted as its policy the practice of recording every vote taken by the committee. The votes of each member shall be recorded.

Legal Reference: 30A:22

Tabled March 6, 2017  
Tabled March 20, 2017  
Tabled April 3, 2017  
Tabled May 1, 2017  
Tabled May 15, 2017  
Tabled June 5, 2017  
Tabled June 19, 2017  
Tabled July 17, 2017  
Tabled August 21, 2017  
Tabled September 18, 2017

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**FISCAL MANAGEMENT AND NON-INSTRUCTIONAL OPERATIONS 3000**

**EXPENDITURES 3400**

**EXPENSE REIMBURSEMENTS 3406**

School personnel and officials who incur expenses in carrying out their authorized duties may be reimbursed upon submission of a properly filled out and approved reimbursement form and such supporting receipts as required by the City of Salem. Such expenses may be approved and incurred in line with budgetary allocations for the type of expense however reimbursement is only guaranteed with prior written authorization by the proper administrator.~~and incurred in line with budgetary allocations for the type of expense.~~

When official travel by a personally owned vehicle has been authorized, payment shall be made at the rate currently approved by the ~~School Committee~~City of Salem.

All travel outside of the state must have the prior written approval of the superintendent of schools.

For further information, refer to the appropriate negotiated agreement(s).

Legal Reference: MGL 40:5.

Approved: 9/12/05



**FISCAL MANAGEMENT AND NON-INSTRUCTIONAL OPERATIONS** **3000**

BUILDINGS AND GROUNDS 3500

BUILDING INSPECTION 3502

The City of Salem by statute requires that all buildings under its control (owned or leased) be inspected for safety and health conditions by the appropriate agencies, on an annual basis or as needed or required including:

Building Inspection Department (gas, plumbing, electrical, elevator, etc.)

Fire Department (boiler, fuel, chemical storage, etc.)

Department Of Health (radon, food service, etc.)

Water Department (chemical analysis, lead)

Police Department

The Commonwealth and the superintendent may require additional inspections or assistance from ~~these or other safety departments as needed~~ other city departments based on regulatory requirments. Copies of inspections will be posted and any corrective action will be promptly taken. The superintendent will provide the School Committee with an annual safety report.

**FISCAL MANAGEMENT AND NON-INSTRUCTIONAL OPERATIONS** **3000**

BUILDINGS AND GROUNDS 3500

SECURITY 3503

~~Doors~~ Exit doors shall be equipped with locks approved by the Safety Regulations of the Commonwealth of Massachusetts.

Security means more than having locks and being sure that they are locked at the proper times. Security also means:

Minimizing fire hazards;

Reducing the probability of faulty equipment;

Guarding against the chance of electrical shock;

Keeping records and funds in a safe place;

Protecting against vandalism and burglary.

The superintendent of schools is directed to establish such rules and regulations as may be needed to provide for security in the sense outlined above.

**FISCAL MANAGEMENT AND NON-INSTRUCTIONAL OPERATIONS 3000**

**BUILDINGS AND GROUNDS 3500**

**EMERGENCY EVACUATION DRILLS 3504**

The superintendent shall insure that the staff and students in each school are trained to evacuate the premises rapidly and safely in case of emergency. A minimum of four fire drills and **two emergency preparedness drill** will be held each year and students new to a school will be advised of fire evacuation procedures within three days after entering school.

All schools shall conform to the following regulations when holding fire/evacuation drills:

The principal (or person in charge) of each building shall formulate a plan for the protection and evacuation of all persons in the event of fire, and shall include alternate means of egress for all persons involved. The plan will be presented to and approved by the superintendent or his/her designee;

The principal (or person in charge) of each school shall see that each classroom teacher or supervisor shall receive proper instructions on the fire drill procedure specified for the room or area in which that person carries out his/her duties before he/she assumes such duties. Such instruction shall be conspicuously posted at each room egress;

Every student in all schools shall be advised of the fire evacuation drill procedure ~~or~~ **and** shall take part in a fire drill within three days after entering such school.

| [Check for obstructed](#)

| [527 CMR 1.00, s. 20.2.4.2.1.4](#)

**FISCAL MANAGEMENT AND NON-INSTRUCTIONAL OPERATIONS** **3000**

BUILDINGS AND GROUNDS 3500

BUILDING CONSTRUCTION AND REHABILITATION 3506

The Salem School Committee shall, in new construction and rehabilitation of existing facilities, to the highest level reasonably possible, and in the most cost effective manner, install and maintain the most energy efficient technology for generating electricity for lighting, heating and cooling buildings.

~~The Salem School Committee shall determine methodologies for the measurement of progress and setting of annual priorities using data from the base year 2006.~~

The Salem School Committee shall review progress toward the goal of achieving the highest level of energy ~~self-sufficiency~~efficiency on an annual basis.

Approved: ~~11/06/06~~

**FISCAL MANAGEMENT AND NON-INSTRUCTIONAL OPERATIONS** **3000**

TRANSPORTATION 3600

SCHOOL BUS DRIVERS' RESPONSIBILITIES 3602

Bus drivers are responsible for the safety of children riding to and from school. Bus drivers have full control over the bus and its passengers en route to and from school, and during loading and unloading.

Bus drivers are not to put their buses into motion until those children boarding the buses are seated.

Bus drivers shall, upon returning from their last run, check to ensure that their bus is empty. A sign will be posted in the rear window indicating that the bus has been checked.

Bus drivers are required to operate the bus with the utmost consideration for the safety of the children. The driver must also follow all procedures outlined by the transportation handbook and applicable laws.

The superintendent has the authority to remove any bus driver found to be operating the bus in an unsafe and/or negligent manner.

<b>FISCAL MANAGEMENT AND NON-INSTRUCTIONAL OPERATIONS</b>	<b>3000</b>
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<u>TRANSPORTATION</u>	3600
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SCHOOL BUS ACCIDENTS	3603
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In the event of an accident with children on the bus, the bus driver should immediately ~~notify the school department~~ call 911. After ensuring the students are safe, the school department will immediately notify the Salem police and the individual schools. The police will inform fire and EMT units.

If it is determined to transport an injured student to a medical facility, school department personnel will remain with students until the parent arrives at the medical facility. School department personnel will inform parents that their child has been taken to a medical facility.

The bus contractor is responsible for providing another bus (if the bus is damaged) in order to complete the bus route. In the event a parent arrives at the accident site, only his/her children will be released. All other children will continue on the bus route.