

POLICY SUBCOMMITTEE MEETING 7/13/20

REVIEW AND APPROVE MINUTES

- Review and approval of minutes from 6/25/20 meeting
- Review and approval of minutes from 7/7/20 meeting

BUS TRANSPORTATION POLICY # 3601

- Please see new proposed edits to SC Policy 3601 following the 5/18/20 meeting. New changes include:
 - Including EL newcomers among those with no mileage restrictions and no fees
 - Identifying cases where transportation is the barrier to attendance and asking Supt. To track these and work to address the barrier
 - Keeps the Supt exception and annual review in the last section

ACADEMIC POLICIES STILL UNDER DISCUSSION OR NEEDING FOLLOW UP

- 5217 Student Publications (members wanted to follow up with the SAC – we did not finish this one at the last meeting;)
- 5221 Co-Curricular and Extra-Curricular Programs

OTHER ITEMS ON THE HORIZON

- Discuss possible formation of new policy for ALICE drills (to be numbered 3504.01)
- 5213 Field Trips and Excursions – suggested revisions discussed, need to look at MASC recommendation (question about when a school uses outside transportation – Jill will ask Kristin)

**Salem School Committee
Policy Subcommittee
Meeting Minutes
June 25, 2020**

On June 25, 2020 the Policy Subcommittee held a meeting at 1:30 p.m. using the Zoom on-line meeting platform.

In Attendance: Ana Nuncio, Mary Manning, Manny Cruz, Kathleen Smith,
Jill Conrad

Ms. Nuncio opened the meeting at 1:32 p.m. Mr. Cruz motioned to call the meeting to order and Ms. Nuncio seconded. Vote by roll-call:

Mr. Cruz: Yes

Ms. Nuncio: Yes

Superintendent Smith opened the meeting with news about additional money being awarded to assist with re-opening in the fall. She informed the members of the committee she was told not to discuss the reopening plan but then read it in the newspaper. Mr. Cruz explained the department needs to do a better job of embargo.

6409 Public Participation at School Committee Meetings

Dr. Conrad discussed policy number 6409 Public Participation at School Committee Meetings. She referred to item number 3. This was in reference to remote comments. She recommended using technology for public comments.

At this time the Committee stopped the discussion as Ms. Nuncio lost internet connection.

The meeting resumed at 2:00 p.m. Ms. Nuncio asked to review item number 3 again. Dr. Conrad discussed where to place the comment section on the agenda. The Committee discussed several changes and additions for the policy as it pertained to both in person meetings and remote meetings. Ms. Nuncio asked about a time limit to submit comments. Dr. Conrad reminded everyone that even with a cut off time for submitting comments, we have never denied anyone an opportunity to speak.

Mr. Cruz recognized there will be growing pains as we move to a hybrid of online and in person meetings. He doesn't see a value of developing a cut-off time for the public to submit comments. This is something we should re-evaluate. Dr. Conrad suggested once the Committee moves into the agenda then comments should be closed. Additionally, we could allow people to comment but not allow them to be read during the meeting. The Committee discussed possibly including the unread comments in the minutes as an addendum.

Ms. Nuncio recognized the need to adjourn the meeting. The Committee would like to hold its next meeting in person. A future date of July 7th was discussed. Dr. Conrad will check with Dr. Zrike about an in-person meeting.

Ms. Nuncio requested a motion to adjourn. Mr. Cruz motioned and Ms. Nuncio seconded.
Vote by roll-call:

Mr. Cruz: Yes

Ms. Nuncio: Yes

The meeting adjourned at 2:35 p.m.

Respectfully submitted by
Jennifer Gariepy
Executive Assitant to the School Committee
& the Superintendent

Salem Public Schools
Policy Subcommittee Meeting
July 7, 2020
Meeting Minutes

On July 7, 2020 the Policy Subcommittee held its regular meeting using the Zoom on-online meeting platform.

In Attendance: Ana Nuncio, Manny Cruz, Mary Manning, Stephen Zrike, Jill Conrad

Ms. Nuncio called the meeting to order at 1:44 p.m.

Dr. Conrad began the discussion about the policies and the updated versions which should have been distributed. Ms. Nuncio requested to finalize the policy 6409 Public Participation at School Committee Meetings. Dr. Conrad reviewed the changes and the updates to policy 6409. Ms. Nuncio announced where they had left off. She summarized we are reviewing a cut off time for people to make comments. She explains the request for comments need to be done ahead of the meeting. She addressed the issue with meetings held remotely that in both scenarios the public needs to sign in. Manny clarified we were deciding how to handle comments made after a cut-off time and we suggested the comments can be part of the record but will not be addressed at the meeting. Ms. Manning asked for clarification on the way the public will access the comment link.

Mr. Cruz updated Dr. Zrike on why this policy is under discussion. He spoke about a retreat and the decisions which were made, and the Subcommittee was tasked to address how the public interacts with the Committee. Therefore, we are reviewing and editing the policy on Public Participation. Dr. Conrad discussed the policy and needing an interpreter. This was another goal which came out of the retreat. Ms. Nuncio requested an interpreter for the meeting versus only for the public comment section. Ms. Manning agreed with this as did Mr. Cruz.

Mr. Zrike asked if the public was allowed to comment what if on the agenda or can they comment on anything. Mr. Cruz explained they can comment on anything it does not need to be on the agenda. Superintendent Zrike also asked about the length of time to comment. He noted that many districts allow 3 minutes. Finally, he spoke about having a mechanism for two-way communication with the public. He explained to be available for the comment would be a positive way to work with the public. At this time, Mr. Cruz shared a document which identifies ways the school committee members work with the public. Prior to this presentation there was a quick discussion about the length of the comment time and interpreting. Dr. Zrike commended the committee for taking interpretation into consideration.

Mr. Cruz explained his presentation which was prepared by BethAnn Cornell. She put together a policy using the Student Advisory Council policy to incorporate means for the School Committee to do more outreach with the public. Mr. Cruz offered to email the suggestions to the members of the group. Dr. Zrike questioned if the Subcommittee has a feeling we will

receive pushback on these changes. Ms. Nuncio stated the pushback is on the second comment. Mr. Cruz explained there are some who think we don't want to hear from them twice. Ms. Manning confirmed the public thinks we are trying to be inconspicuous. Ms. Nuncio further explained these comments are not like a town hall meeting. She wants the public to understand this is our workplace. Mr. Cruz informed Dr. Zrike he can attest his colleagues are often out in the community. Dr. Zrike explained the public only wants us to be accessible. He does agree with Ms. Nuncio that a School Committee meeting is not the place to have a two-way conversation.

Ms. Nuncio motioned to refer Policy 6409 to the School Committee for a second reading. Mr. Cruz seconded. Roll Call Vote:

Ms. Nuncio- Yes

Mr. Cruz-Yes

Motion carried.

Dr. Conrad reminded the Committee we need to finish this meeting prior to 3:30. She displayed Policy 5416 Restraint of Students in the Salem Public Schools. She pointed out a footnote on use of physical restraint. She talked about listing out alternatives to physical restraint. The Committee decided against offering alternatives. Dr. Conrad recommends we take out the footnote. The Committee agreed. Dr. Conrad noted a language change for the Committee to accept.

Dr. Conrad reviewed Policy 4105 Staff Conduct with Students. She explained the Human Capital office does often refer to this policy. She reviewed with former Superintendent Smith and we had decided to keep it. Dr. Zrike expressed concern with social media interaction. The Committee informed him this information is in another policy. Dr. Zrike asked if we had a process in regard to physical restraint. Dr. Conrad assured him there were trainings available to staff. The Committee questioned a section of deletions and Dr. Conrad assured her the attorneys suggested the entire paragraph be eliminated. Ms. Manning agreed once Dr. Conrad explained the reason. Ms. Nuncio had concerns about the last sentence in the first paragraph using the work fraught. Dr. Zrike supports the policy as written. Ms. Nuncio added to insert subject to changing standards versus fraught. Ms. Manning was not fully in agreement in the changes. Mr. Cruz suggested to eliminate the last sentence and the Committee agreed.

Mr. Cruz motioned to advance policy 4105 and 5106 to full committee for a first reading. Ms. Nuncio seconded. Vote by roll-call:

Mr. Cruz: Yes

Ms. Nuncio: Yes

Ms. Nuncio discussed the inability to meet in public. Mr. Cruz explained that until there is a vaccine we will not have in person meetings.

Ms. Nuncio Motioned to approve the June 8 meeting minutes. Mr. Cruz seconded. Vote by roll-call.

Ms. Nuncio: Yes

Mr. Cruz: Yes

Motion Carried.

The Committee discussed another date and time for a meeting. Mr. Cruz discussed the document he shared cannot be discussed unless during a policy meeting. Ms. Nuncio also notified the Committee she needs to update the Equity Committee on the Policy on Public Participation.

The Committee then decided on their next meeting. They set the date of July 13 at 5:00 pm.

Mr. Cruz motioned to adjourn and Ms. Nuncio seconded. Vote by roll-call:

Ms. Nuncio: Yes

Mr. Cruz: Yes

Meeting adjourned at 2:56 p.m.

Respectfully submitted by

Jennifer Gariepy

Executive Assistant to the School Committee
& the Superintendent

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

1. Statement of Purpose & Scope of Policy

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

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

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

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

2. Mileage Limits for Entitlement to District-Provided Transportation

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

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

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C. No mileage restrictions nor any fees, shall apply to the transportation of a student whose individualized education program (IEP) or Section 504 plan includes entitlement to school transportation. In addition, students who are identified newcomers by the English Language Learner office shall be eligible for bus transportation at no cost and with no mileage restrictions.

D. Students whose school attendance is negatively impacted by a lack of transportation to school may also be eligible for bus transportation. The Superintendent shall review these situations and identify options for reducing transportation as a barrier to attendance.

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

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

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

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

G. Eligibility for Transportation and Controlled Choice

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

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H. Late Bus Transportation

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

I. Rider Eligibility

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

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3. Superintendent Exception and Annual Review

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In special circumstances, and in a limited number of cases, the Superintendent shall have the authority to make exceptions to this policy when a students’ or families’ circumstances may require additional supports. The School Committee shall review this policy annually.

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

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Approved by School Committee June 15, 2015

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

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STUDENTS AND INSTRUCTION

5000

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INSTRUCTIONAL PROGRAM

5200

STUDENT PUBLICATIONS

5217

Commented [JC2]: See other sample policies from MASC – policy JICE

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

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

The School Committee recognizes that in order to achieve the goal of determining whether or not a student publication will cause disruption or disorder within the school, as defined by Section 82 of Chapter 71 of the general laws, prior review of the student publication by the administration is necessary. The faculty advisor shall deliver the student publication with time and date stamped upon it for review by the school administrator designated by the superintendent for the sole purpose of determining whether or not such publication will cause disruption or disorder within the school as defined by the statute before print or online publication. The designated administrator shall not delay or prevent such publication unless he/she finds that such publication will cause disruption or disorder within the school as defined by the statute. Such a determination by the designated administrator shall be made in writing to the superintendent, faculty advisor, and student editors of the publication within five (5) school days after receiving such publication, exclusive of Saturdays, Sundays, and legal holidays. After receipt of the publication from the faculty advisor, a failure to respond in writing by the designated administrator within the prescribed timeframes shall operate as a determination that such publication will not cause disruption or disorder within the school as defined by the statute and the publication may be published and distributed without further review or delay.

Commented [JC4]: Policy SC wants to discuss with Student Advisory Council and SHS school leaders to better understand how this works now in practice.

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

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STUDENTS AND INSTRUCTION	5000
<u>INSTRUCTIONAL PROGRAM</u>	5200
STUDENT PUBLICATIONS	5217

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

Legal Reference: MGL 71:82

Approved: 5/3/04

APPROVED: 1/9/06

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Reviewed: October 2015

Reviewed by Policy Subcommittee on 2/6/20 – seek input from SAC and SHS and bring back to 2/13 meeting

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STUDENTS AND INSTRUCTION	5000
<u>INSTRUCTIONAL PROGRAM</u>	5200
CO-CURRICULAR AND EXTRA-CURRICULAR PROGRAMS	5221

The School Committee endorses the following guidelines:

Each student activity must be clear in the contribution it can make to the learning and development of youth;

The student activity program must be continually changing. It must adjust to the needs and interests of students in the same way as the academic program;

Participation should be equally available to all students with restrictions related only to competency and interest in the given activity. There must be no secret balloting for admission.

Reviewed by Policy Subcommittee: October 2015