



School Committee Meeting Materials

Regular School Committee Meeting

March 2, 2020

7:00 p.m.

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



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

Mayor Kimberley Driscoll, Chair

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

February 27, 2020 (Date Posted)

REGULAR SCHOOL COMMITTEE MEETING ON MARCH 2, 2020

Notice is hereby given that the Salem School Committee will hold a Regular School Committee meeting on **Monday, March 2, 2020 at 7:00 p.m.** The meeting will be held in the School Committee Chambers at Collins Middle School, 29 Highland Avenue, Salem, MA.

I. Call of Meeting to Order

II. Consent Agenda

- a. Minutes of the Regular School Committee meeting held February 24, 2020
- b. Field trip request: Matthew Condon, Collins Middle School Principal requests a field trip to New York City on May 28th -29th, 2020 for students from the 8th grade. Leaving Thursday May 28th from the Collins Middle School at 8:00 a.m. returning Friday, May 29th at 9:30 p.m.
- c. Approval of Warrants: 2/27/2020 in the amount of \$611,588.87

III. Approval of the Agenda

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

V. Student School Committee Representative Report – Jillian Flynn

VI. Superintendent’s Report – Kathleen Smith

- a. Showcase on the Witchcraft School
- b. Personnel Data Report – Alicia Palmer, Director of Human Capital
- c. Clarification on Implementation on Carlton Kindergarten Assignments
- d. Update on Student Supports
- e. Update on Negotiations with Salem Teachers’ Union
- f. Student Opportunity Act (SOA), Salem High School Early College Initiative

VII. Action Items: Old Business

- a. Request from the Democratic City Committee to waive custodial fees for March 7, 2020 event at the Salem High School Library from 12:00 p.m. to 4:00 p.m. with the event running from 1:00 p.m. to 3:00 p.m.

VIII. Action Items: New Business

- a. Deliberation and vote on the 2020-21 Annual School Calendar for Salem High School
- b. Deliberation and vote on the 2020-21 Annual School Calendar for the New Liberty Innovation School

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



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

Mayor Kimberley Driscoll, Chair

IX. Finance Report

- a. Budget Transfers

X. Policy Subcommittee

- a. Deliberation and vote on the third reading of the recommendation of the Policy Subcommittee on the revision to the following policy:

5102.04 Students in Foster Care

- b. Deliberation and vote on the second reading of the recommendation of the Policy Subcommittee on the revision to the following policy:

3504 Emergency Evacuation Drills
5220 Faculty Advisors

- c. Deliberation and vote on the first reading of the recommendation of the Policy Subcommittee on the revision to the following policy:

5205 Honor Roll
5212 Evaluation of Instructional Programs
5216 Student Awards and Scholarships
5219 Teaching About Alcohol, Drugs, Tobacco, and Vaping

XI. Subcommittee Reports

XII. School Committee Concerns and Resolutions

XIII. Public Comments #2: Questions and Comments from the Audience

XIV. Adjournment

Respectfully submitted by,
Jennifer A. Gariepy
Secretary to the School Committee
& the Superintendent

Salem School Committee
Regular School Committee Meeting Minutes
February 24, 2020

Members in Attendance: Ms. Mary Manning, Mayor Kimberley Driscoll, Mr. James Fleming, Ms. Amanda Campbell, Mr. Manny Cruz, Ms. Ana Nuncio, Dr. Kristin Pangallo, Miss Jillian Flynn (Student Advisory Council Member)

Members Absent: None

Others Present: Kathleen Smith, Interim Superintendent, Kate Carbone, Assistant Superintendent, Kristin Shaver, Business Manager, Deborah Connerty, Acting Executive Director of Pupil Personnel Services, Jill Conrad, Chief of Systems Strategy

Call to Order

Mayor Driscoll called the meeting to order at 7:05 p.m.

Consent Agenda

Mr. Fleming motioned to approve the consent agenda and Ms. Campbell seconded. Motion carried.

Agenda

Mr. Fleming motioned and Ms. Campbell seconded to approve the agenda. Motion carried.

Public Comment

Yoleny Ynoa and Councilman Domingo Dominquez approached the podium to request that the Committee recognize February 27, 2020 as Dominican Pride Day. He would like the schools to work with the Dominican population to find ways of celebration. Councilman Dominquez invited the School Committee and the public to a celebration on Friday, February 28, 2020 at 5:00p.m. They will be celebrating at the Salem Academy and encourage all to attend.

Mr. Fleming motioned to allow the schools to celebrate Dominican Republic Independence Day throughout the week. Ms. Manning questioned the wording of the motion using the word “allowed”. She clarified that this may imply we need to allow all celebrations in schools. Mr. Fleming re-worded the motion to celebrate and recognize Dominican Republic Independence Day in our schools. Mr. Cruz seconded. Superintendent Smith will notify the schools. The motion carried.

Ann Berman a representative from the Teachers’ Union informed the Committee the union offers four \$1,000 scholarships to students. The seniors need to take the AFLCIO exam and the top four scorers receive the scholarship. She invited them to Flatbreads Pizza for a fundraiser for continued scholarships. The event will be held on March 10, 2020 from 5:00 p.m. to 9:00

p.m. She also shared with the Committee a Resolution from the Massachusetts House of Representative declaring February 24 through February 28 as Public Schools Week. She shared her excitement about this with the Committee. She informed them she was notified today of this.

Lisa Lavoie President of the Salem Education Commission talked to the Committee about Pi-day. She explained the grade 8 students will lead the grade 6 students through some math activities during their last period of the day. She told the Committee there will be a pie fundraiser on March 13 From 5:00 P.M. to 7:00 P.M. All proceeds will benefit field trips and scholarships. The food will be round, to represent Pi-day. The goal is to involve the lower grades to encourage parents to stay with Salem Public Schools instead of going to other schools.

Student School Committee Representative Report, Jillian Flynn

Ms. Flynn updated the Committee on a meeting held with the Mayor and the Student Advisory Committee (SAC) and discussed methods of communication. The SAC will be reaching out to the Youth Commission to share ideas. The SAC met with Salem Prep. There are concerns the school is running very low on sanitary items. They are working with them to secure more products from the food pantry at the high school. Once they determine what items are needed, they will deliver it to the school. The 30, 60, 90 review is still continuing. The schools are very excited about Dr. Zrike as Superintendent. They are very thankful to Superintendent Smith and look forward to working with her for the remainder of the year. Student Empowerment continues to meet. She reminded the Committee that winter sports are just about over and spring sports will be starting soon. She also informed that term three will be ending soon.

Superintendent's Report

Superintendent Smith congratulated the Committee and the community of their hard work in selecting the next Superintendent. The superintendent reminded everyone about the upcoming primary election on March 3, 2020. Polling places include Salem High School, Bentley, Witchcraft, Saltonstall, and Bates. Superintendent Smith also expressed her excitement over the Resolution declaring this week as Public Schools Week. She will schedule a time with the Union President to celebrate this in our schools.

At this time, Superintendent Smith invited Nancy Charest, Director of the Salem Early Childhood Center to showcase the school. Ms. Charest told the committee she is grateful to the staff and is especially grateful for Ms. Scanlon a paraprofessional who has worked for the district for over 30 years. She shared a power-point with the Committee. She informed them she has nine classrooms and about 107 students. She introduced Ms. Boucher to share what a day is like in her classroom. Ms. Boucher shared some of the practices in her classroom. She informed the Committee of an art show coming up on Tuesday. She explained the structure of the program. Classes run from 8:30 a.m. to 11:00 a.m. and then another session runs from 12:00 p.m. – 2:30 p.m. Ms. Boucher informed the Committee the program does follow Massachusetts State Standards.

Ms. Charest explained further the standards include, Math, Science, Social Studies, Social Emotional Learning, and English Language Arts. The teachers participate in a social emotional training program. She talked about the students learning through hands on learning projects. The program has several community partners. She was excited to share news about the new playground construction. They have started registration for next year with mailings and open houses, even though the school does have a rolling registration process.

Mayor Driscoll thanked her for her work. Ms. Manning inquired about the Special Olympics program. Ms. Charest said yes, they do have this with the help of some donations they received. Mayor Driscoll asked about maximum enrollment for the school and the answer was 120. Mr. Fleming asked why are we limiting the number of students. Ms. Charest explained it is due to budgeting and space. The Mayor spoke about universal preschool. The Superintendent also added how impressed she is with the program especially the students' language and the way they play together. Mayor Driscoll thanked them again for their hard work.

Superintendent Smith introduced Andrea French, President, Liz McGovern, Vice President, and Cheryl Donnellen and Carrie Neeman of the Special Education Parent Advisory Council (SEPAC) Executive Board. The SEPAC introduced themselves, explained their mission, and their function. They explained how events are coordinated. The group shared a power-point with the Committee. One of the topics was outreach and support. The SEPAC explained that Deb Connerty and the PPS team were of tremendous help. The group expressed to the committee some additional positions will benefit the special education population. There is also a need for a policy or better procedure for outreach. She stated that every school does something different when the group needs to get information out to the parents. One of their goals is to do more parent workshops. She also informed the Committee she and the Vice President are stepping down at the end of this year. They have appointed a new president and vice president to take on the roles.

Mayor Driscoll thanked the group for their presentation. Ms. Manning asked about outreach. Where are the issues? She explained that flyers go to the Superintendent's office and take about a week to get approved. She also explained the schools are not all willing to assist with copying and distribution and also identified technology as an on-going issue.

The Superintendent told the Committee some of these issues can be resolved and she will sit down and meet with the SEPAC to address these concerns.

The Superintendent then asked Dr. Jill Conrad to update the School Committee on the upcoming year's Enrollment Targets for the 2020-21 Kindergarten assignments. She shared the most recently published data (based on the October 1st state reporting data) on the elementary schools' percentage of economically disadvantaged students, the key factor for setting enrollment targets for kindergarten student assignment, according to the district's student assignment policy. The district-wide average Based on the current data and the district-wide average, four schools are currently considered "in balance" (ECC, Bates, Horace Mann, and Witchcraft Heights) and will have enrollment targets of 50/50. Two schools more than 5% fewer students who are economically disadvantaged than the district-wide average (Carlton

and Saltonstall) and their enrollment targets will be set at 60% for low-income and 40% for non-low-income students. One school (Bentley) has more than 5% students who are economically disadvantaged than the district-wide average and the enrollment targets for this school will be 40% for low-income and 60% for non-low-income students (this applies only to the non-dual language portion of the school). Mayor Driscoll, Ms. Manning, Dr. Pangallo, and Mr. Fleming asked several questions regarding the data. Some of the concerns were not filling openings due to not belonging to the correct group, and how to address the disproportionality at the Bentley School. Dr. Conrad addressed their concerns.

Superintendent Smith also asked Dr. Conrad to review the issue surrounding the Carlton Winter and Spring Trimester enrollment procedures. Dr. Conrad explained that for the current year, there were fewer applicants for the Spring trimester than there were seats available. To fill the seats, families who were on the waiting list from the Winter trimester were contacted and up to eight (8) of those families were assigned in the Spring trimester. Dr. Conrad also explained that going forward, the Superintendent and principal would like to utilize a similar practice of combining the applicants for the winter and spring trimesters. In addition, notification of assignments for those trimesters would not be sent out in May as has happened in the past. Instead, the notifications will be sent six weeks prior to the start of those trimesters. This will help the school confirm the actual number of seats available for those trimesters prior to confirming assignments.

Members had some questions about how this change would be implemented. There was a lengthy discussion around several possible scenarios and solutions. The Mayor requested the matter be reviewed with some of the input from School Committee and revisit this matter.

The Superintendent gave an update on the Student Opportunity Act and the ability to focus on the high school redesign that we have been working on. She explained the SOA requires evidence and public participation on how the redesign is done. She updated the committee on the Bentley Principal interviews. She informed them about the high school principal interview committees which have two students and that Ana Nuncio and Kristin Pangallo are on the interview committee. Mr. Fleming requested that our Superintendent Elect be on the committee for the final interviews. Mayor Driscoll agreed as well as the committee.

Action Items: New Business

Action Item F: Request to Waive Fees for Salem Democratic City Committee

Mr. Fleming motioned to take item (f) out of order on the agenda and recommended the fees be waived. He mentioned these committees whether democratic, republican or green party they have a right to use our facilities. After a brief discussion Mr. Fleming motioned to send the issue of waiving the site fee and custodial fees to the Building and Grounds Committee and Dr. Pangallo seconded. Motion carried.

Action Item A: District School Calendar

The Mayor moved on to vote on the district-wide 2020-2021 school calendar that includes the following schools: Bentley, Bates, Early Childhood Center, Horace Mann, Witchcraft Heights, Collins Middle School, and Salem Prep High School. Mr. Fleming motioned to approve the

submitted calendar and Ms. Campbell seconded. Motion carried. Dr. Pangallo asked about why there are back to back ½ days for professional development? Ms. Carbone addressed this issue and explained they need to stay away from April and May because of MCAS. In March we have parent conferences. Since there are eight days needed. We need to try an avoid February and April because of vacations. This makes them difficult to schedule. Dr. Pangallo also commented on the start date of the Kindergarten and how the late start effects parents. There was a short discussion and the Committee will revisit this next year.

Action Item B: Carlton School Calendar

The Mayor requested a motion on the Carlton 2020-2021 school Calendar. Mr. Fleming motioned to approve and Mr. Cruz seconded. The motion carried.

Action Item C: Saltonstall School Calendar

The Mayor asked for a motion for the 2020-2021 school calendar for the Saltonstall School, Ms. Manning motioned and Ms. Campbell seconded. Mr. Fleming voted in opposition the remainder of the Committee was in favor, motion carried.

Action Item D: MOA with the STU regarding the First Day of School

The Mayor asked Ms. Smith to clarify information on the Memorandum of Agreement for the first day of school. Ms. Smith explained with Labor Day being late this year and the primary election is on September 1 the district needs to start school on September 2. The agreement allows us to this. Mr. Fleming motioned to approve the memorandum of agreement and Ms. Nuncio seconded. Motion carried.

Action Item E: Appointment of the Executive Director of Pupil Personnel Services

Mayor Driscoll requested the approval of Ms. Deborah Connerty as the Director of Pupil Personal. Mr. Fleming motioned to approve the appointment and expressed his excitement of appointing Ms. Connerty to the position. Ms. Campbell seconded. Motion carried.

Finance Report

Mayor Driscoll asked Ms. Shaver to review the report with the Committee. Ms. Shaver informed the Committee we are facing a shortage in homeless transportation. She explained we are responsible for transporting homeless children. The Mayor went on to discuss the homeless coalition who meet monthly. She informed the Committee we have 192 homeless or foster care students. She attributed it to the housing issues and trauma due to inability to pay rents. Dr. Pangallo asked if this is year to date expense or is it for the remainder of the year. Ms. Shaver informed the Committee it is until the end of the year. Mr. Fleming asked when and how much does the state reimburse us? The Mayor said they will look into it and prepare the information.

Budget Transfers

The Mayor requested a motion to approve budget transfer number 3. Mr. Fleming motioned to approve budget transfer 3 for tuition reimbursement in the amount of \$8,000. Ms. Campbell seconded. Motion carried.

Mayor Driscoll requested a motion to approve budget transfer number 4. Mr. Fleming motioned to approve budget transfer 4 for the Human Capital Office to cover the expense for a temporary clerk. Ms. Campbell seconded. The motion carried.

Mayor Driscoll requested a motion to approve budget transfer number 5. Mr. Fleming motioned to approve budget transfer number 5 for the Bates Elementary School for instructional stipends. Ms. Campbell seconded. The motion carried.

Mayor Driscoll requested a motion to approve budget transfer number 6. Mr. Fleming motioned to approve budget transfer number 6 for the Witchcraft Heights Elementary School to the fellows from Endicott College. Mr. Cruz seconded. Motion carried.

Mayor Driscoll requested a motion to approve budget transfer number 7. Mr. Fleming motioned to approve budget transfer number 7 for the Athletics Department to cover necessary expenses. Ms. Campbell seconded. Motion carried.

Mayor Driscoll requested a motion to approve budget transfer number 8. Mr. Fleming motioned to approve budget transfer number 8 for the Curriculum, Instruction, and Assessment Department to cover necessary expenses. Ms. Campbell seconded. Ms. Manning inquired what kind of expenses was this for. Ms. Carbone explained it will cover the expenses to pay for busing and teachers for after school programs.

Policy Subcommittee

Action Item A: Policies for Second Reading

The Committee then discussed the second reading of policy 5102.04 students in Foster Care. Ms. Nuncio motioned to approve the second reading and Ms. Campbell seconded. Motion carried.

Action Item B: Policies for First Reading

The Committee then discussed the first reading of the policy 3504 Emergency Evacuation Drill. Ms. Nuncio motioned to approve the first reading and Ms. Campbell seconded.

The Committee then discussed the first reading of the policy 5220 Faculty Advisors. Ms. Nuncio motioned to approve the first reading and Ms. Campbell seconded. Ms. Campbell inquired about the dates for updates on the policies. Ms. Nuncio agreed they need updating. Motion carried.

Dr. Pangallo asked what the Emergency Evacuation policy covered, is it just for fire drills and Ms. Nuncio clarified it was for anything regarding an emergency evacuation. Ms. Nuncio then explained the subcommittee and going to review Alice drills and decide if we need something different for this.

School Committee Concerns and Resolutions

Mayor Driscoll asked for a five-minute executive session to discuss the contract with the new superintendent at the end of this meeting.

Dr. Pangallo, asked about an update on the concerns for SEPAC. The superintendent said she will have something available on the March 23, 2020 meeting.

Public Comment #2

Mayor asked for public comment.

No public comments

At this time Mr. Fleming motioned to move into Executive Session for the purpose of discussing contracts and not to return to open session. Ms. Manning seconded. A roll-call vote was done:

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

Motion carried unanimously to move into executive session at 9:33 p.m. not to return to open session.

Respectfully submitted,

Jennifer A. Gariepy

*Executive Assistant to the School Committee
& the Superintendent*

Memorandum

To: Kathleen Smith, Superintendent Schools
From: Matthew Condon, Collins Middle School Principal
CC: File
Date: Wednesday, February 26, 2020
Re: Out of State Trip – New York City

RECEIVED

FEB 25 2020

**J.P.S.
Supt.'s Office**

Recommendation: Collins Middle School trip to New York City on May 28th-29th, 2020. This trip will include a wide variety of educational and cultural opportunities. Fifteen staff members from Collins Middle school will be taking 223 students from the 8th grade. They will be leaving Collins Middle School at 8:00 AM on Thursday, May 28th and will return around 9:30 PM on Friday, May 29th.

Please present this to the school Committee for approval so that final planning may be completed. Thank you for your attention to this matter.

Please call me if you have any questions.

Attachment

Collins Middle School
Grade 8 - New York City Trip
May 28-29, 2020

TOUR COMPANY

Hawthorne Tours Located at 89 Newbury Street, Suite 301 Danvers, MA 01923

Package includes:

- **Hotel Accommodations:**
 - **1 Night at the Holiday Secaucus**
300 Plaza Drive
Secaucus, NJ 0709
- **Round trip Motorcoach Transportation (3 coaches are reserved)**
- **1 Full Breakfast**
- **1 Food Stipend for the way home**
- **1 Lunch at Hard Rock**
- **1 Dinner at Hotel**
- **DJ Dance at Hotel**
- **Admission to Statue and Ellis Ferry, One World Observation Deck, Madame Tussauds**
- **Tour Manager/Guide upon arrival in New York**
- **Hotel will provide security for every floor**

ESTIMATED TOTAL:

\$350 Based on Quad Occupancy

- **Participants only need to bring money for souvenirs and additional food at their own discretion.**

CALL FOR NOMINATIONS FOR TEACHER RECOGNITION AWARD

**Do you know an exemplary teacher from Salem or Marblehead?
Please nominate that individual for recognition.**

What is the purpose of the award? Each year, *The Margaret Voss Howard Teacher Recognition Award* recognizes one Marblehead teacher and one Salem teacher as representative of all the excellent, dedicated teachers in the community who make a difference to children every day.

Who is eligible? Teachers from the district schools in Marblehead and Salem, Massachusetts, are eligible.

What is the award? Each honoree receives an unrestricted cash award of \$500.

Who may nominate? Anyone—educators, parents, students, citizens—may make a nomination.

How do I nominate someone? Send a letter of nomination with your reasons for nominating the teacher. Please be as detailed and specific as possible. *Please keep nominations confidential and do not inform individuals that they have been nominated.* Nominations must be postmarked by April 30.

How are honorees selected? A committee of two administrators from each district and a representative of the Howard family reviews the nominations and selects the honorees based on the criteria below.

Criteria for selection: Candidates must have made substantial contributions to the profession, such as:

- A specific, creative project that inspired students to perform and achieve and/or contributed positively to school culture, climate, or community
- An inspirational influence on a particular child or group of children that made a difference in their progress and achievement
- An innovative practice that led to positive growth in a school or the district or beyond
- A long, distinctive, and influential career in which the teacher positively impacted many children
- Leadership among colleagues that solved problems or led to educational improvements
- Other outstanding contributions to the profession, described in the nomination letter.

Please send your LETTER OF NOMINATION, along with the nomination form on the other side of this page, to:

**Teacher Recognition Award
80 Leach St.
Salem, MA 01970**

Nominations must be postmarked by April 30.

For further information, email howardteacheraward@yahoo.com or call (978) 609-0813.

The award is a fund of the Essex County Community Organization.

Margaret Voss Howard Teacher Recognition Award

"The Margaret Voss Howard award is given each year to two teachers, one from Salem and one from Marblehead. Award winners are recognized as "representative of all the excellent, dedicated teachers in the community who make a difference to children every day."

Part 1 (NOMINATION LETTER).

Note that letters are the primary sources of information about the nominees.

On a separate page, please describe your reason for nominating this person for the award, being as specific and as complete as possible about this person's educational accomplishments. See criteria on previous page.

Part 2: Nomination form, as follows:

Nominee _____

Teacher's current position _____ Teacher's school _____

In (circle) Salem or Marblehead

Nominated by _____

Address _____

Email _____ Phone _____

Nominator is (circle most appropriate label):

colleague administrator parent student citizen

Seconded by _____ (valued but optional)

Address _____

Email _____ Phone _____

Second Nominator is (circle most appropriate label):

colleague administrator parent student citizen

Signature(s) of nominator(s) _____

Date: _____

PLEASE: Keep this nomination confidential, including from the nominee.

Send to: Teacher Recognition Award, 80 Leach St., Salem, MA postmarked by April 30 or send by email to howardteacheraward@yahoo.com. Questions?

February 27, 2020

Dear Salem Families,

We know that you may have questions about the Coronavirus (now known as COVID-19) and how it may impact our schools as well as how we are handling the general flu outbreaks in our area.

Salem Public Schools has taken extra steps since the fall to add extra cleaning protocols to our facilities. We have been manually disinfecting the high touch surfaces of all the schools over the last several months, including handrails, faucets, doorknobs, and more. We have also provided extra hand sanitizer to all schools and confirmed that all bathrooms have working soap dispensers. We have recently received two (2) new handheld electrostatic disinfectant sprayers and will be implementing them over the next week. Buses will also be disinfected with the electrostatic disinfectant sprayers.

The precautionary protocols are the same for influenza as they are for COVID-19. As with any public health matter, we take our guidance from state and federal agencies, in particular the Massachusetts Department of Public Health (DPH). Here are some highlights from their recommendations:

- *At this time, Massachusetts has one confirmed case of COVID-19 and the risk to our residents remains low. At the same time, the risk for the influenza virus is very high. As of this writing, it is extremely unlikely that anyone who has traveled to mainland China within the past 14 days would be at school.*
- *It is important to note that Massachusetts residents are much more likely to become sick with a cold or the flu than to be exposed to COVID-19. Many of the precautions that help prevent colds and the flu can help protect against other respiratory viruses.*
- *DPH recommends that schools continue education about good hygiene. Students, staff, and volunteers should be reminded to:*
 - *Wash your hands often with soap and water for at least 20 seconds. If unable to wash, use alcohol-based hand sanitizers.*
 - *Avoid touching your eyes, nose, and mouth.*
 - *Cover your coughs or sneezes with a tissue or your sleeve (not with your hands).*
- *DPH also recommends that schools continue to follow their regular cleaning and disinfection program.*

We want to remind everyone that we are in the midst of a difficult flu season and reinforce the message of good hygiene and hand washing, as well as staying home if you are sick, especially if your symptoms include a fever. The Salem Public Schools will continue to carefully monitor the guidance from DPH and other public health agencies, and we will follow their recommendations. If you have a particular concern about your student's health, please don't hesitate to contact your school nurse.

Finally, DPH has created a website that is updated regularly with the latest guidance and information, including printable fact sheets in multiple languages. If you would like to stay up-to-date on the Commonwealth's response to the COVID-19 outbreak, please visit www.mass.gov/2019coronavirus. For information and updates about this season's influenza virus, please visit <https://www.mass.gov/info-details/what-should-i-know-about-flu>.

Sincerely,



Kathleen Smith
Superintendent

27 de febrero 2020

Estimadas Familias de Salem,

Sabemos que pueden tener preguntas sobre el Coronavirus (ahora conocido como COVID-19) y cómo podría afectar a nuestras escuelas, así como la forma en que estamos manejando los brotes de gripe en nuestra área.

Las Escuelas Públicas de Salem han tomado medidas adicionales desde el otoño para agregar un protocolo de limpieza adicional a nuestras instalaciones. Hemos desinfectado manualmente las superficies de alto contacto de todas las escuelas en los últimos meses, incluidos pasamanos, grifos, cerraduras y más. También proporcionamos desinfectantes de manos adicionales a todas las escuelas y confirmamos que todos los baños tienen dispensadores de jabón que funcionan.

Recientemente hemos recibido dos (2) nuevos rociadores desinfectantes electrostáticos de mano y los implementaremos durante la próxima semana. Los autobuses también se desinfectarán con los pulverizadores desinfectantes electrostáticos.

Los protocolos de precaución son los mismos para la influenza que para COVID-19. Como con cualquier asunto de salud pública, nos guiamos de agencias estatales y federales, en particular del Departamento de Salud Pública de Massachusetts (DPH). Estos son algunos aspectos destacados de sus recomendaciones:

- *En este momento, Massachusetts tiene un caso confirmado de COVID-19 y el riesgo para nuestros residentes sigue siendo bajo. Al mismo tiempo, el riesgo de contraer el virus de la influenza es muy alto. Al escribir estas líneas, es extremadamente improbable que alguien que haya viajado a China continental en los últimos 14 días esté en la escuela.*
- *Es importante tener en cuenta que los residentes de Massachusetts tienen muchas más probabilidades de enfermarse de resfriado o gripe que estar expuestos al COVID-19. Muchas de las precauciones que ayudan a prevenir los resfriados y la gripe pueden ayudar a proteger contra otros virus respiratorios.*
- *DPH recomienda que las escuelas continúen la educación sobre buena higiene. Se debe recordar a los estudiantes, el personal y los voluntarios que:*
 - *Laven sus manos frecuentemente con jabón y agua por lo menos durante 20 segundos, si no puede hacerlo, use un higienizador de manos con base de alcohol.*
 - *Eviten tocar sus ojos, nariz y boca*
 - *Se cubran cuando tosan o estornuden con un pañuelo desechable o con la manga (no con las manos)*
- *DPH recomienda además que las escuelas sigan su programa regular de limpieza y desinfección.*

Queremos recordar a todos que estamos en medio de una temporada de gripe difícil. Queremos reforzar el mensaje de buena higiene y lavado de manos, así como quedarse en casa si está enfermo, especialmente si sus síntomas incluyen fiebre. Las Escuelas Públicas de Salem continuarán monitoreando cuidadosamente la guía del DPH y otras agencias de salud pública, y seguiremos sus recomendaciones. Si tiene una inquietud particular sobre la salud de su hijo, no dude en comunicarse con la enfermera de la escuela.

Por último, DPH ha creado un sitio en la red que es actualizado regularmente con la última orientación e información, incluidas hojas de datos que pueden imprimirse, en varios idiomas. Si desea mantenerse actualizado sobre la respuesta de la Commonwealth al brote de COVID-19, por favor visite www.mass.gov/2019coronavirus. Para obtener información y actualizaciones sobre el virus de la influenza de esta temporada, por favor visite <https://www.mass.gov/info-details/what-should-i-know-about-flu>.

Sinceramente,



Kathleen Smith
Superintendente

Witchcraft Heights Elementary School



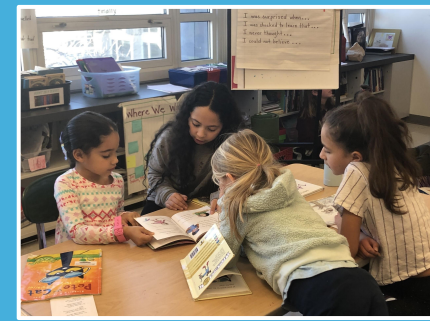
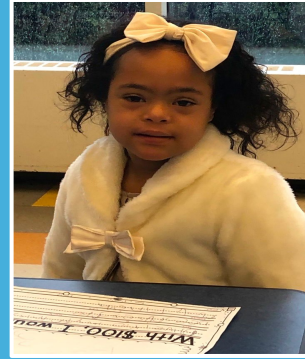
Who We Are

- Our Students
- Our Staff
- Our Mission and Vision



Highlights

- New Vision & Mission
- Climate & Culture
- Our MAGIC! & Magical Monthly Meetings
- R.A.C.E.
- Math Workshop
- Teacher Leadership
- Digging Into Data
- Our ESL Instruction
- Our Fellows
- Student Government



New Vision & Mission

The Witchcraft Heights Elementary School provides a rigorous and **positive** K-5 education, where every student will have **success** for today and be **prepared** for tomorrow. Students come to school everyday to discover their potential and they are part of a community that is **welcoming** and **respectful**.



Climate & Culture

- Core Values
- School Wide Rules
- Morning Meeting
- Monthly Magical Meetings
- School Family



Our MAGIC!

#MAGIC

M: Model Curiosity

A: Act Safely

G: Give and Receive Respect

I: Include Everyone

C: Continue to Persevere



Teacher Leadership

- Create a group of stakeholders that represented all aspects of our school.
- Advise and collaborate with leadership.
- Build leadership capacity within the school and opportunities for our staff.
- Enhance teacher retention and meet the learning and social emotional goals of our students.







R.A.C.E.

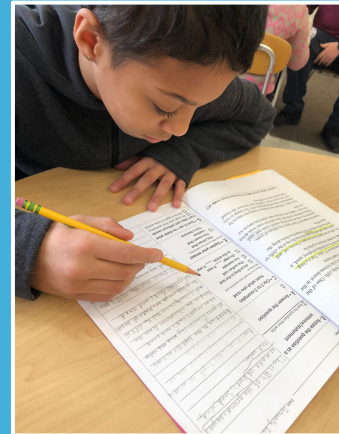
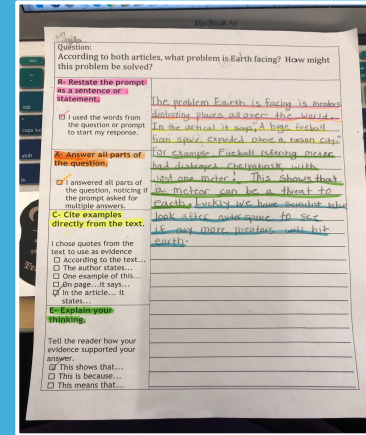
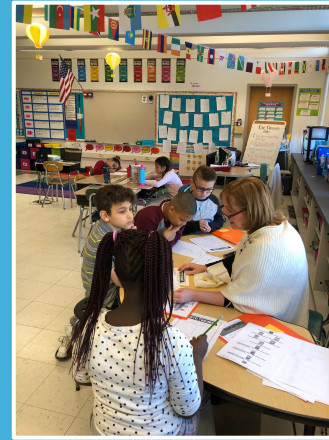
R. Restate the prompt

A. Answer all parts

C. Cite evidence from the source

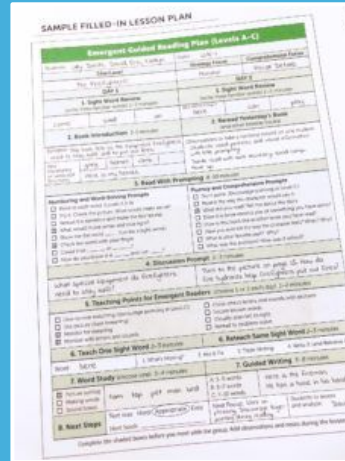
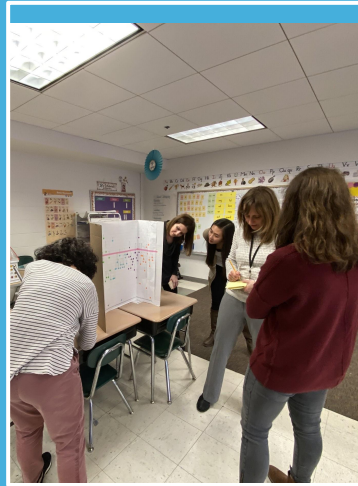
E. Explain your thinking

Name	I need to...	What I can write is...	✓
R. A. C. E.  Restate the prompt	Cross out the prompt and rewrite it.		
 Answer all parts of the prompt	Show my knowledge.		
 Cite your evidence	Share details from the text supporting my answer.		
 Explain your reasoning	Explain my evidence to support my answer		



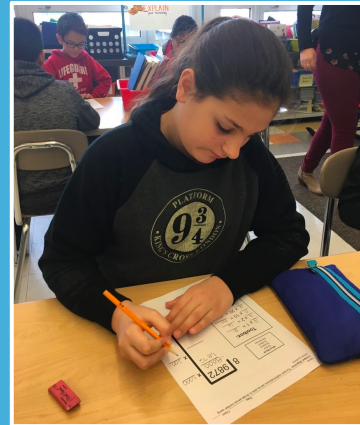
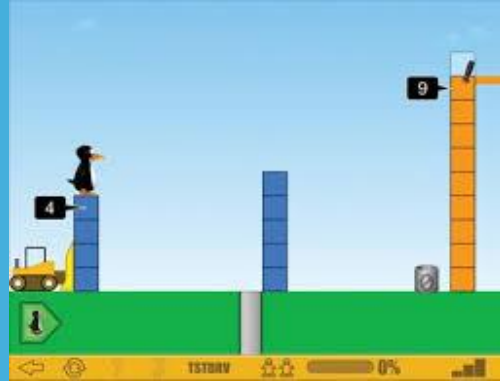
Digging into Data

- Collaborate every 6-8 weeks to review ELA data and student work
- Use rubrics, and running records
- Discuss student's strengths and areas of growth
- Informs instruction and interventions



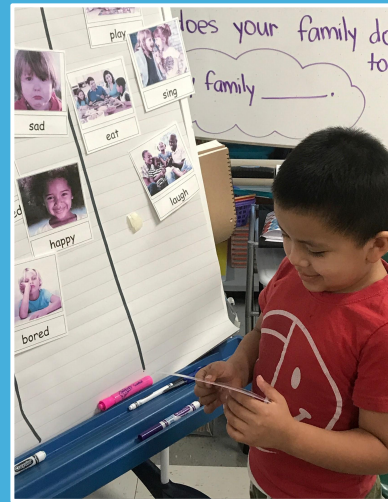
Math and Science Workshop

- A focus lesson
- Guided math
- Learning stations
- Student reflection



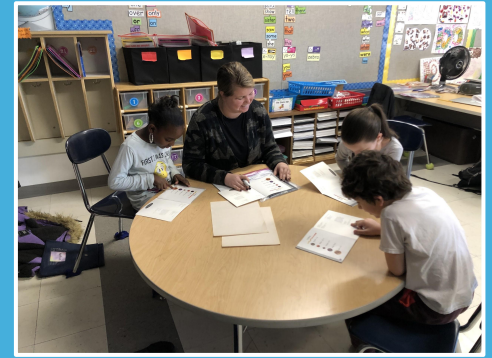
ESL Push In Service

- Our ELL population has tripled in three years
- Whole staff PD provides support to meet the needs of this population
- Content Instruction = Classroom teacher + ESL teacher (in addition to regular ELD class)
- United Way AmeriCorp Fellows

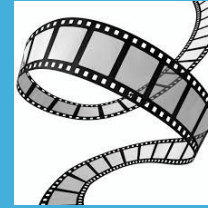


Our Fellows

- Endicott graduate students
- Deliver reading intervention to struggling readers daily
- Foster a love of reading
- Fellows grow in their practice and learn from the students, literacy coach and reading specialist
- Opportunity to train and hire quality teachers.



STUDENT GOVERNMENT



THANK YOU AND QUESTIONS



Salem Public Schools
 SY 19/20 Personnel Report - Summary
 October 1, 2019 - January 31, 2020

	AFSCME		ADMIN		NON UNION		PARA		TEACHER		TOTAL	
	New Hire	Exited	New Hire	Exited	New Hire	Exited	New Hire	Exited	New Hire	Exited	New Hire	Exited
Bates Elementary School									1	1	1	1
Bentley Academy School							1			1	1	1
Carlton Innovation School							1			1	1	1
Central Administration				2	4	3					4	5
Collins Middle School	2								6	4	8	4
Early Childhood Education										1	0	1
Horace Mann School	1	1							1	1	2	2
New Liberty School								1		1	0	1
Nurse Department - District Wide						1				1	1	1
PPS Department - District Wide										1	1	0
Salem High School	3	4		1			4	4		3	10	11
Salem Prep School											0	0
Saltonstall School				1							0	2
Transportation	2	4			3						5	4
Witchcraft Heights School	1						2			1	4	0
Total:	9	10	0	4	7	4	8	5	14	11	38	34

Work Location	Group	Position	Hire Date	New Position or Replacement	Education	Experience	Certifications	End Date	Length of Service
BATES SCHOOL	TEACHER	ADJUSTMENT COUNSELORS	12/21/2019	Replacement	Master's Degree	3 years	Sch Soc W/te Sch Adl Coun (All Levels)	Active Employee 12/06/2019	Active Employee Less than 1 year
BENTLEY ACADEMY CHARTER SCHOOL	PARAPROFESSIONAL	PARAPROFESSIONAL	06/25/2019	New Position	Bachelor's Degree	1st year	NA	Active Employee 10/07/2019	Active Employee Less than 1 year
BENTLEY ACADEMY CHARTER SCHOOL	TEACHER	TEACHER - GRADE 2	07/30/2019	Replacement	Bachelor's Degree	1st year	NA	Active Employee 11/15/2019	Active Employee 8 years
CARLTON SCHOOL	PARAPROFESSIONAL	PARAPROFESSIONAL	11/08/2019	Replacement	Bachelor's Degree	1st year	NA	Active Employee 10/18/2019	Active Employee Less than 1 year
CARLTON SCHOOL	TEACHER	TEACHER - SPECIAL EDUCATION	08/24/2011					Active Employee 10/08/2019	Active Employee 5 years
CENTRAL ADMINISTRATION	ADMIN	DIRECTOR OF DIGITAL LEARNING	06/06/2019					Active Employee 12/06/2019	Active Employee 5 years
CENTRAL ADMINISTRATION	ADMIN	DIRECTOR OF TEACH/LEADER DEV	07/01/2014					Active Employee 11/15/2019	Active Employee 19 years
CENTRAL ADMINISTRATION	NON UNION	ADMINISTRATIVE ASSISTANT	12/20/2019	Replacement	Bachelor's Degree	4 years	NA	Active Employee	Active Employee 3 years
CENTRAL ADMINISTRATION	NON UNION	ADMINISTRATIVE ASSISTANT	09/02/2014					Active Employee 12/06/2019	Active Employee 5 years
CENTRAL ADMINISTRATION	NON UNION	APPLICATIONS SPECIALIST	01/23/2020	New Position	Bachelor's Degree	3 years	NA	Active Employee	Active Employee 19 years
CENTRAL ADMINISTRATION	NON UNION	ASSISTANT DIRECTOR OF HR	08/21/2000	Retirement	Bachelor's Degree	20 years	NA	Active Employee 11/15/2019	Active Employee 3 years
CENTRAL ADMINISTRATION	NON UNION	CHIEF OF PUBLIC RELATIONS	11/18/2019	New Position	Bachelor's Degree	13 years	NA	Active Employee 11/15/2019	Active Employee 3 years
CENTRAL ADMINISTRATION	NON UNION	EXEC ADMIN ASST SC & SUPERIN	12/23/2019	Replacement	Bachelor's Degree	1st year	NA	Active Employee	Active Employee 1 year
CENTRAL ADMINISTRATION	NON UNION	SECRETARY TO SCHOOL COMMITTEE	11/17/2016					Active Employee 10/04/2019	Active Employee Less than 1 year
COLLINS MIDDLE SCHOOL	AFS/CM	CAFETERIA HELPER	10/08/2019	Replacement	High School Diploma	1st year	NA	Active Employee 11/01/2019	Active Employee 1 year
COLLINS MIDDLE SCHOOL	A/SC/ME	CUSTODIAN	01/15/2020	Replacement	Bachelor's Degree	1st year	NA	Active Employee	Active Employee 1 year
COLLINS MIDDLE SCHOOL	TEACHER	TEACHER - ART	10/01/2019	Replacement	Master's Degree	3 years	Visual Art (5-12)	Active Employee	Active Employee 1 year
COLLINS MIDDLE SCHOOL	TEACHER	TEACHER - ELA	10/01/2019	Replacement	Master's Degree	5 years	English (5-8)	Active Employee	Active Employee 1 year
COLLINS MIDDLE SCHOOL	TEACHER	TEACHER - ELA	10/04/2019	Replacement	Master's Degree	2 years	English (5-8)	Active Employee	Active Employee 1 year
COLLINS MIDDLE SCHOOL	TEACHER	TEACHER - ELA	05/30/2019					Active Employee 10/04/2019	Active Employee Less than 1 year
COLLINS MIDDLE SCHOOL	TEACHER	TEACHER - ELA	07/31/2019					Active Employee 11/01/2019	Active Employee 1 year
COLLINS MIDDLE SCHOOL	TEACHER	TEACHER - MATH	05/25/2018					Active Employee	Active Employee 1 year
COLLINS MIDDLE SCHOOL	TEACHER	TEACHER - MATH	10/28/2019	Replacement	Master's Degree	3 years	Mathematics (5-8) Waiver	Active Employee	Active Employee 1 year
COLLINS MIDDLE SCHOOL	TEACHER	TEACHER - SOCIAL STUDIES	10/09/2019	Replacement	Bachelor's Degree	1st year	History (5-12)	Active Employee	Active Employee 1 year
COLLINS MIDDLE SCHOOL	TEACHER	TEACHER - SOCIAL STUDIES	10/02/2019	Replacement	Master's Degree	6 years	History (5-8)	Active Employee	Active Employee 1 year
COLLINS MIDDLE SCHOOL	TEACHER	TEACHER - SOCIAL STUDIES	07/17/2019					Active Employee 10/04/2019	Active Employee Less than 1 year
EARLY CHILDHOOD EDUC	TEACHER	SPEECH/LANGUAGE THERAPIST	08/04/2016					Active Employee 01/03/2020	Active Employee 4 years
HORACE MANN SCHOOL	A/SC/ME	CAFETERIA HELPER	11/14/2019	New Position	High School Diploma	6 years	NA	Active Employee	Active Employee 24 years
HORACE MANN SCHOOL	A/SC/ME	CUSTODIAN	12/23/1996	Retirement	Bachelor's Degree	1st year	Elementary (1-6)	Active Employee 01/22/2020	Active Employee 2 years
HORACE MANN SCHOOL	TEACHER	TEACHER - GRADE 2	12/12/2019	Replacement	Bachelor's Degree	1st year	Elementary (1-6)	Active Employee 11/15/2019	Active Employee 2 years
HORACE MANN SCHOOL	TEACHER	TEACHER - GRADE 2	08/23/2017					Active Employee 01/31/2020	Active Employee 1 year
NEW LIBERTY INNOVATION SCHOOL	PARAPROFESSIONAL	PARAPROFESSIONAL	02/07/2019					Active Employee 11/22/2019	Active Employee Less than 1 year
NIRSI DEPARTMENT	NON UNION	NURSE	08/20/2019					Active Employee	Active Employee 1 year
NIRSI DEPARTMENT	TEACHER	NURSE	12/10/2019	Replacement	Bachelor's Degree	15 years	Registered Nurse	Active Employee	Active Employee 1 year
PPS DEPARTMENT	TEACHER	PSYCHOLOGIST/COORDINATOR	10/30/2019	Replacement	Master's Degree	4 years	School Psychologist (All Levels) Waiver	Active Employee 01/17/2020	Active Employee Less than 1 year
SALEM HIGH SCHOOL	ADMIN	ASSISTANT PRINCIPAL	08/13/2019					Active Employee	Active Employee 24 years
SALEM HIGH SCHOOL	A/SC/ME	CAFETERIA HELPER	03/18/1996	Retirement				Active Employee 01/31/2020	Active Employee 24 years

SALEM HIGH SCHOOL	AFSCME	CAFETERIA HELPER	11/01/2019	Replacement	High School Diploma	5 years	NA	Active Employee	Active Employee
SALEM HIGH SCHOOL	AFSCME	CAFETERIA HELPER	01/21/2020	Replacement	High School Diploma	19 years	NA	Active Employee	Active Employee
SALEM HIGH SCHOOL	AFSCME	CAFETERIA HELPER	06/23/2011					Active Employee	8 years
SALEM HIGH SCHOOL	AFSCME	CAFETERIA HELPER	08/23/2017					Active Employee	2 years
SALEM HIGH SCHOOL	AFSCME	SENIOR CLERK TYPIST	12/27/2019	Replacement	High School Diploma	5 years	NA	Active Employee	Active Employee
SALEM HIGH SCHOOL	AFSCME	SENIOR CLERK TYPIST	10/08/2019					Active Employee	Less than 1 year
SALEM HIGH SCHOOL	PARAPROFESSIONAL	PARAPROFESSIONAL	11/01/2019	Replacement	Bachelor's Degree	1st year	NA	Active Employee	Active Employee
SALEM HIGH SCHOOL	PARAPROFESSIONAL	PARAPROFESSIONAL	11/13/2019	Replacement	Bachelor's Degree	1st year	NA	Active Employee	Active Employee
SALEM HIGH SCHOOL	PARAPROFESSIONAL	PARAPROFESSIONAL	01/15/2020	Replacement	Bachelor's Degree	4 years	NA	Active Employee	Active Employee
SALEM HIGH SCHOOL	PARAPROFESSIONAL	PARAPROFESSIONAL	01/03/2020	New Position	High School Diploma	1st year	NA	Active Employee	Active Employee
SALEM HIGH SCHOOL	PARAPROFESSIONAL	PARAPROFESSIONAL	07/27/2005					Active Employee	15 years
SALEM HIGH SCHOOL	PARAPROFESSIONAL	PARAPROFESSIONAL	08/28/2017					Active Employee	10/01/2019
SALEM HIGH SCHOOL	PARAPROFESSIONAL	PARAPROFESSIONAL	08/16/2018					Active Employee	11/22/2019
SALEM HIGH SCHOOL	PARAPROFESSIONAL	PARAPROFESSIONAL	09/03/2019					Active Employee	11/01/2019
SALEM HIGH SCHOOL	TEACHER	SCIENCE COACH	11/22/2019	Replacement	Master's Degree	13 years	Biology (8-12)	Active Employee	Less than 1 year
SALEM HIGH SCHOOL	TEACHER	SCIENCE COACH	06/21/2019					Active Employee	Active Employee
SALEM HIGH SCHOOL	TEACHER	TEACHER - MATH	12/09/2019	Replacement	Master's Degree	13 years	Mathematics (8-12) Waiver	Active Employee	Less than 1 year
SALEM HIGH SCHOOL	TEACHER	TEACHER - MATH	06/24/2019					Active Employee	11/27/2019
SALEM HIGH SCHOOL	TEACHER	TEACHER - WORLD LANGUAGE	10/15/2019	Replacement	Master's Degree	1st year	Foreign Language (5-12) Waiver	Active Employee	Active Employee
SALTONSTALL SCHOOL	ADMIN	TEAM CHAIR	07/01/2013					Active Employee	10/11/2019
SALTONSTALL SCHOOL	AFSCME	CAFETERIA HELPER	08/09/2019					Active Employee	01/20/2020
TRANSPORTATION	AFSCME	BUS DRIVER	10/31/2019	Replacement	High School Diploma	22 years	NA	Active Employee	Active Employee
TRANSPORTATION	AFSCME	BUS DRIVER	12/06/2019	Replacement	High School Diploma	10 years	NA	Active Employee	Active Employee
TRANSPORTATION	AFSCME	BUS DRIVER	06/02/2017					Active Employee	10/28/2019
TRANSPORTATION	AFSCME	BUS MONITOR	11/17/2017					Active Employee	12/20/2019
TRANSPORTATION	AFSCME	BUS MONITOR	04/11/2019					Active Employee	10/14/2019
TRANSPORTATION	AFSCME	BUS MONITOR	09/19/2019					Active Employee	10/18/2019
TRANSPORTATION	NON UNION	CROSSING GUARDS	10/10/2019	Replacement	High School Diploma	1st year	NA	Active Employee	Active Employee
TRANSPORTATION	NON UNION	CROSSING GUARDS	01/27/2020	Replacement	High School Diploma	1st year	NA	Active Employee	Active Employee
TRANSPORTATION	NON UNION	CROSSING GUARDS	10/25/2019	New Position	Associate's Degree	1st year	NA	Active Employee	Active Employee
WITCHCRAFT HEIGHTS SCHOOL	AFSCME	CAFETERIA HELPER	10/08/2019	Replacement	High School Diploma	1st year	NA	Active Employee	Active Employee
WITCHCRAFT HEIGHTS SCHOOL	PARAPROFESSIONAL	PARAPROFESSIONAL	10/24/2019	Replacement	Bachelor's Degree	1st year	NA	Active Employee	Active Employee
WITCHCRAFT HEIGHTS SCHOOL	PARAPROFESSIONAL	PARAPROFESSIONAL	11/18/2019	Replacement	Bachelor's Degree	1 year	NA	Active Employee	Active Employee
WITCHCRAFT HEIGHTS SCHOOL	TEACHER	TEACHER - SPECIAL EDUCATION	11/27/2019	Replacement	Bachelor's Degree	3 years	Severe Disabilities (All Levels)	Active Employee	Active Employee

Salem Public Schools		
Unfilled Positions as of February 28, 2020		
School Year 2019-2020		
School:	Role:	Posted:
Bentley Academy Charter School (BACS)	Elementary Special Education Teacher (2 positions)	01-24-2020
Bentley Academy Charter School (BACS)	Grade 3 Science and Social Studies	01-24-2020
Bentley Academy Charter School (BACS)	Instructional Paraprofessional	01-24-2020
Building Services	Senior Building Custodian	01-27-2020
Carlton Innovation School	Elementary Classroom Teacher	02-21-2020
Collins Middle School	Middle School Social Studies Teacher (Grades 6-8)	02-24-2020
District Wide	School Nurse - 0.2 (1 day per week) Per diem Position	01-17-2020
District Wide	Teacher of The Deaf, Flexible hours, Part or Full-Time	01-24-2020
Food Service Department	Food Service Worker, 3 hours/day	01-21-2020
New Liberty Innovation School	Instructional Paraprofessional	01-29-2020
Salem Early Childhood Center	1:1 Intensive Instructional Paraprofessional	01-24-2020
Salem High School	Board Certified Behavior Analyst (BCBA)	02-16-2020
Salem High School	Paraprofessional - Therapeutic Support Program	02-16-2020
Salem High School	Senior Marine Instructor, ROTC Program	01-17-2020
Salem High School	Special Education Teacher for High School Therapeutic Support and Credit Recovery Program	02-16-2020
Witchcraft Heights Elementary School	English as a Second Language (ESL) Teacher	02-24-2020
School Year 2020-2021		
School:	Role:	Posted:
Bentley Academy Charter School (BACS)	Dual Language (Spanish) Kindergarten Teacher	02-24-2020
District Wide	ELL Instructional Coach	02-24-2020
Salem High School	Principal	01-13-2020

Clarification on Implementation Procedures for the Changes to Carlton Kindergarten Student Assignments for 2020-21 Winter and Spring Trimesters For 3/2/20 SC Meeting

Winter and Spring Trimester Enrollment for 2020-21 and Beyond

- Looking back at past data trends, we have consistently seen a greater level of demand for the Winter trimester than we have for the Spring trimesters.
- Going forward, to better align with this demand Kindergarten assignments for the Winter and Spring trimesters will be managed and processed in a similar manner, allowing for children who turn 5 September 1 through November 30th to be eligible for the Spring trimester via the waiting list process, as spaces allow. To implement this change, we will:
 - Develop one waiting list for all Winter and Spring applicants, **ranked according to the criteria of the student assignment policy (e.g. ranked proximity to the school, etc.)**. Only those who meet the age eligibility for the Winter trimester will be assigned in the Winter. For the Spring trimester, students will be assigned based on the order of their wait list ranking at that time. The remaining students on the wait list may include both students who are only age-eligible for spring trimester entry as well as those who had applied and were age-eligible for winter trimester entry.
 - By relying on the criteria of the student assignment policy, this approach aligns most closely with the district's student assignment policy.
- In addition, notifications of Kindergarten student assignment for the Winter and Spring trimesters at Carlton will not be sent by May 1st for Batch 1 or July 1 for Batch 2 applicants as we have typically done in the past. Instead, families will receive notification of their placement on the waiting list. Actual student assignment notifications for the Winter and Spring trimesters will be **sent to families six weeks prior to the start of those trimesters**.
- This change allows the school to more accurately determine the number of seats available at each trimester. The availability of seats for Winter and Spring are based on the readiness of enrolled students to transition to the next grade level.
 - For the past five years, all who apply in March 1 have received assignment notifications by May 1st, including those applying for Winter and Spring enrollment at Carlton. In recent years, this has been problematic for the school since they do not always know the exact number of spaces that will be available one year in advance.
 - All Batch 1 applicants for Fall assignments will continue to receive their assignment notifications by May 1st (and Batch 2 applicants for the fall will be notified by July 1)
- We will monitor this change over the coming year to identify and address any concerns related to equity and access to Kindergarten at Carlton for all students.

Salem Public Schools
Salem High School
 2020 - 2021 School Calendar

AUGUST 2020				
M	T	W	T	F
24	25	26 PDD	27 PDD	28
31 PDD				

SEPTEMBER 2020				
M	T	W	T	F
	1 PDD (9th gr. Orientation & Arena Day)	2 First Day of School!	3	4 No School
7 Labor Day No School	8	9 PER	10	11
14	15	16 Faculty Meeting	17 Meet The Teacher 6:30-8:30pm	18
21	22	23 PDR	24	25
28	29	30 Faculty Meeting		

OCTOBER 2020				
M	T	W	T	F
			1 Mid Quarter	2
5	6	7 Faculty Meeting	8	9 Progress Reports Posted
12 Columbus Day No School	13	14 Parent Conferences 2:05-3:00	15	16
19	20	21 PDR	22	23
26	27	28 Faculty Meeting	29	30

NOVEMBER 2020				
M	T	W	T	F
2	3 PDD	4 Faculty Meeting	5 END Q1	6
9	10	11 Veterans Day No School	12	13 Report Cards Posted
16 Parent Conferences 6:00-8:00pm	17	18 PER	19	20
23	24	25 ½ Day before Thanksgiving	26 Thanksgiving	27
30				

DECEMBER 2020				
M	T	W	T	F
	1	2 Faculty Meeting	3	4
7	8	9 PDR	10	11
14	15 Mid Quarter	16 PER	17	18
21	22	23 Progress Reports Posted	24	25
28	29	30	31	

JANUARY 2021				
M	T	W	T	F
				1
4	5	6 PER	7	8
11	12 ACCESS TESTING	13 ACCESS TESTING	14	15
18 Martin Luther King Jr. Day	19 Midterms	20 Midterms	21 Midterms	22 End Q2
25	26	27 PDR	28	29 Report Cards Posted

FEBRUARY 2021				
M	T	W	T	F
1	2 Parent Conferences 7:30am - 9:00am	3 Faculty Meeting	4	5
8	9	10 PER	11	12
15 Presidents' Day	16	17	18	19
22	23	24 Faculty Meeting	25	26

MARCH 2021				
M	T	W	T	F
1	2	3	4 Mid Quarter	5
8	9	10 PDR	11	12 Progress Reports Posted
15	16	17 Parent Conferences 2:05-3:00PM	18	19
22	23	24 PDR	25	26
29	30	31 Faculty Meeting		

APRIL 2021				
M	T	W	T	F
			1	2 Good Friday No School
5	6	7 Faculty Meeting	8 End Q3	9
12	13	14 PER	15	16 Report Cards Posted
19	20	21	22	23
26	27	28 Faculty Meeting	29	30

MAY 2021				
M	T	W	T	F
3	4	5 Faculty Meeting	6	7
10	11	12 PER	13 Mid Quarter	14
17	18	19	20	21 Progress Reports Posted
24	25	26 PDR	27	28
31 Memorial Day No School				

JUNE 2021				
M	T	W	T	F
	1	2	3	4 Graduation 6:00PM
7	8	9 Faculty Meeting	10	11
14	15	16	17 Last Day	18
21	22	23	24	25
28	29	30		
RESERVED FOR SNOW MAKE-UP				

Key

PDR (District Wide)
 Professional Development Early Release
Students dismissed at 12:14

PER (High School Only)
 Planning Early Release
Students dismissed at 12:14

PDD (District Wide)
 Professional Development Day
No School for Students

Color Key

	PDD No School
	Holiday/Vacation No School
	PDR or PER early release 12:14
	Parent Conferences - evening
	Parent Conferences - afternoon
	½ day before holiday or last day of school
	Snow day make up as needed



Salem Public Schools New Liberty Innovation School 2020 - 2021 School Calendar

AUGUST 2020						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August

- 17 - 19 New Teacher Orientation
- 26-27 Professional Development Days (full)
- 31 - Professional Development Day (full)

September

- 1 - Professional Development Day (full)
- 2 - First day of school gr. 9-12 (early release 1:30)
- 4 - No School
- 7 - Labor Day
- 2, 9, 16, 23, 30 - Early release days (1:30)

SEPTEMBER 2020						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October

- 12 - Columbus Day
- 7, 14, 21, 28 - Early release days (1:30)

November

- 3 - Professional Development Day (full)
- 11 - Veterans' Day
- 25 - ½ day before Thanksgiving
- 26-27 - Thanksgiving Break
- 4, 18 - Early release days (1:30)

OCTOBER 2020						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

December

- 2, 9, 16, 23 - Early release days (1:30)
- 24 - 31 - Winter Break

January

- 1 - New Year's Day
- 18 - Dr. Martin L. King Day
- 6, 13, 20, 27 - Early release days (1:30)

NOVEMBER 2020						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

February

- 15 - 19 - February Vacation
- 3, 10, 24 - Early release days (1:30)

March

- 3, 10, 17, 24, 31 - Early release days (1:30)

April

- 2 - Good Friday
- 19 - 23 - April Vacation
- 7, 14, 28 - Early release days (1:30)

DECEMBER 2020						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

May

- 5, 12, 19, 26 - Early release days (1:30)
- 31 - Memorial Day

June

- 17 - Last day of school / PD Day (half) (pending snow days)
- 2, 9, 16 - Early release days (1:30)
- 18, 21-24 - Snow day make up as needed

JANUARY 2021						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

FEBRUARY 2021						
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

MARCH 2021						
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

APRIL 2021						
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MAY 2021						
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23	24	25	26	27	28	29
30	31					

JUNE 2021						
S	M	T	W	Th	F	S
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

	First Day grades 9-12
	Schools Closed: Holiday or Vacation
	School Closed: Staff Report, Professional Development
	Early Release Days (1:30)
	Half Day: ½ day before Holiday / Last Day of School (pending snow days)
	Snow days - make up as needed

STUDENTS AND INSTRUCTION

5000

ATTENDANCE

5100

STUDENTS IN FOSTER CARE

5102.04

The Salem School Committee is committed to serving all students attending Salem Public Schools including students who are placed in foster care. The Salem Public Schools policy aligns to the requirements of Every Student Succeeds Act (ESSA) which requires that foster care students continue to attend their school of origin, unless after a collaborative decision-making process it is determined to be in the student's best interest to enroll in and attend school in the district in which a foster care provider or facility is located (if different). ESSA requires that the Department of Children & Families (DCF), the Department of Elementary and Secondary Education (DESE), and school districts designate points of contact and also that districts collaborate with DCF to ensure that students will receive transportation to the school of origin if needed.

Designated Point of Contact

The Salem Public Schools designated point of contact for all students in foster care shall be the Homeless Education Liaison who will coordinate with DCF to:

- implement the provisions of ESSA,
- facilitate immediate enrollment of students and transfer of records,
- follow local transportation procedures,
- facilitate best interest determinations, and
- provide professional development and training to school staff on the ESSA provisions and educational needs of children in foster care.

Definition of Foster Care

The US Department of Education has defined "foster care" as 24 hour substitute care for which the state's child welfare agency is responsible, including children and youth that DCF has placed in:

- foster care family homes, kinship placements, pre-adoptive homes; or
- residential facilities, child care institutions, or group homes

Per DESE, students who are living with their parent/guardian in the home, even if they are in DCF custody, do not qualify under the new ESSA regulations as students in "foster care."

When a student enters/exits foster care or changes placements, the Salem Public School District expects to receive a formal Notice to Local Education Agency (LEA). This Notice is a form that indicates that the student is in foster care, along with their state-agency identification badge, to the local school district when enrolling students.

Immediate Enrollment

The Department of Education has defined “school of origin” as “the school the student was attending when placed in foster care, or at the time of a subsequent change in foster care placement.”

If it is determined to be in the best interest of a student in foster care to leave the school of origin, the student must be enrolled in school in the local school district immediately to minimize disruption of the student’s education. ESSA requires the district to enroll the student in a new school right away, without waiting to receive the typical student enrollment documentation (other than emergency contact information). The enrolling school must immediately contact the child’s school and district of origin to obtain the relevant records and documentation and the school and district of origin should immediately transfer those records.

To facilitate enrollment, DCF representatives will present a Notice to LEA form that indicates that the student is in foster care along with their state-agency identification badge to the local school district when enrolling students.

Best Interest Determination

Decisions about whether a student in foster care should continue to attend the school of origin should be made collaboratively by DCF, the student (as appropriate), the student’s family and/or foster family (and if different, the person authorized to make educational decisions on behalf of the student), the school and district of origin, and (when different) the local district where the student is placed. These parties should have the opportunity to participate meaningfully in the decision-making process. Best interest determinations should focus on the needs of each individual student and take into account a variety of factors. Every effort should be made to reach agreement regarding the appropriate school placement of a student in foster care. However, if there is a disagreement in this process, DCF will finalize the best interest determination. The school district does have a right to dispute this with DESE.

Transportation

Salem Public Schools will work collaboratively with DCF to ensure that students in foster care who need transportation to remain in their school of origin will receive such transportation while they are in foster care per the Salem Public Schools transportation guidelines.

The Department of Education has encouraged school districts and DCF to consider a variety of options for providing the necessary transportation in each case. The options may include establishing regional collaborations among districts, coordinating with existing routes for transportation, seeking help from other foster parent(s), etc.

Dispute Resolution

When DCF and the involved district(s) cannot agree about whether it is in the student’s best interest to remain in the school of origin or to enroll and attend locally, and DCF makes a final decision that the district cannot accept, the district can seek review of DCF’s decision by utilizing a Foster Care School Selection Dispute Resolution Process established by DESE and

DCF. Decision made through this process are not subject to review. Under ESSA, to promote educational stability, students should continue to attend their school of origin while best determinations are being made.

Legal References

Every Student Succeeds Act of 2015
MA Department of Elementary Education (DESE)

Referred by the Policy Subcommittee on 1/23/20

FISCAL MANAGEMENT & NON-INSTRUCTIONAL OPERATIONS	3000
<u>BUILDINGS AND GROUNDS</u>	3500
EMERGENCY EVACUATION DRILLS	3504

The superintendent shall insure that the staff and students in each school are trained to evacuate the premises and safely in case of emergency. A minimum of four fire drills and two emergency preparedness drills 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 confirm 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 and 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 and shall take part in a fire drill within three days after entering such school.

Legal References: 527 CMR 1.00, s. 20.2.4.2.1.4

[Reviewed by Policy Subcommittee on 2/6/20](#)

[First Reading 2/24/20](#)

[Second Reading 3/2/20](#)

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STUDENTS AND INSTRUCTION

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INSTRUCTIONAL PROGRAM

5200

FACULTY ADVISORS

5220

All student activity groups, such as associations, classes, clubs and teams shall exist only when they are under the jurisdiction of a faculty advisor or coach and approved by the administration.

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[Reviewed by Policy Subcommittee on 2/6/20](#)

[First Reading on 2/24/20](#)

[Second Reading on 3/2/20](#)

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STUDENTS AND INSTRUCTION **5000**

INSTRUCTIONAL PROGRAM **5200**

HONOR ROLL AND/OR RECOGNITION PROGRAMS **5205**

A scholastic honor roll will be prepared and published at the end of each marking period for Salem High School. The purpose of this honor roll is to recognize outstanding achievement.

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At the middle school and other high schools in the district, a student recognition program shall be determined by the principal in consultation with staff.

The Superintendent or designee shall review each school's approach to the honor roll or recognition program at least every other year to ensure consistency, quality, and alignment with the district's academic goals.

For pertinent information or criteria for earning recognition, refer to the appropriate student handbook.

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Reviewed and Referred by the Policy Subcommittee February 27, 2020

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STUDENTS AND INSTRUCTION	5000
<u>INSTRUCTIONAL PROGRAM</u>	5200
EVALUATION OF INSTRUCTIONAL PROGRAMS	5212

The School Committee considers comprehensive and objective evaluation of the effectiveness of the curriculum to be of primary importance. The Superintendent will translate the stated instructional goals, as they appear in the curriculum documents, into objectives in order to:

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- Determine educational needs and provide information for planning;
- Indicate instructional strengths and weaknesses;
- Determine the suitability of programs in terms of community requirements;
- Show the relationship between achievement and the stated goals of the Salem Public Schools;
- Provide data for public information.

Elements of this evaluation shall include testing required by the Massachusetts Department of Education. The School Committee supports the use of standards-based assessments as one method for assessing content standards. These tests will be used to help improve instruction and student outcomes. When appropriate, data will be compared to state results and to other comparable districts.

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An evaluation of the curriculum and its effectiveness will be made periodically and reported to the committee by the Superintendent and or his/her designee.

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Legal References: MGL 71A:7; 71B:7; 603 CMR 30.00

Reviewed and referred by the Policy Subcommittee on 2/27/20

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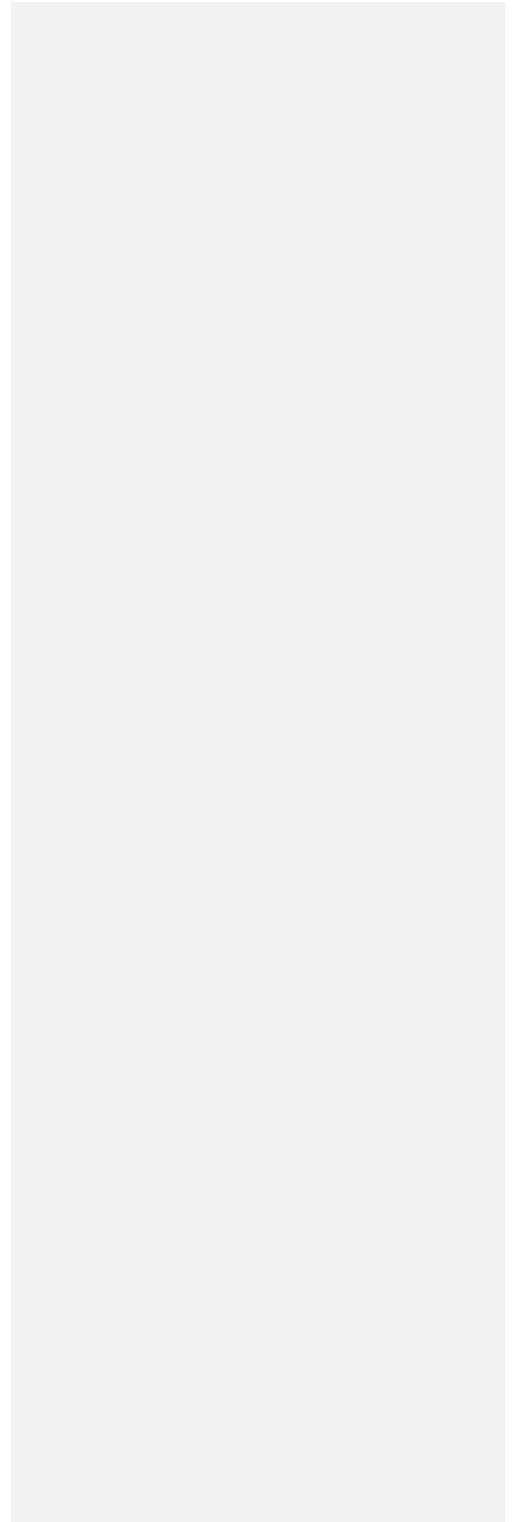
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STUDENTS AND INSTRUCTION **5000**

INSTRUCTIONAL PROGRAM 5200

STUDENT AWARDS AND SCHOLARSHIPS 5216

Contests and activities which are sponsored by outside agencies and which involve participation by pupils or granting of awards or prizes to pupils shall not be announced or permitted in the schools unless approved by the superintendent. Such activities must be judged to have educational value for the participants before permission may be granted.

Reviewed and referred by the Policy Subcommittee on 2/27/20.

First reading: 3/2/20

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STUDENTS AND INSTRUCTION 5000

INSTRUCTIONAL PROGRAM 5200

TEACHING ABOUT ALCOHOL, DRUGS, TOBACCO, AND VAPING 5219

The Salem School Committee recognizes its responsibility to educate its students about drug abuse, including the illegal and inappropriate use of alcohol, drugs, tobacco, and vaping and to formulate policies that will assist school administrators and teachers with problems arising from the misuse of these substances.

In accordance with state and federal law, the District shall provide age-appropriate, developmentally appropriate, evidence-based alcohol, drug, tobacco, and vaping prevention education programs in grades K-12.

The alcohol, drug, tobacco, and vaping prevention program shall address the legal, social, and health consequences of alcohol, drug, tobacco, and vaping use, with emphasis on nonuse by school-age children. The program also shall include information about effective techniques and skill development for delaying and abstaining from using, as well as skills for addressing peer pressure to use alcohol, drugs, tobacco, or vaping products.

The objectives of this program, as stated below, are rooted in the Committee's belief that prevention requires education, and that the most important aspect of the policies and guidelines of the District should be the education of children and youth on healthy decision-making:

- To prevent, delay, and/or reduce alcohol, drug, tobacco, and vaping use among children and youth.
- To increase students' understanding of the legal, social, and health consequences of alcohol, drug, tobacco, and vaping use.
- To teach students self-management skills, social skills, negotiation skills, and refusal skills that will help them to make healthy decisions and avoid alcohol, drug, tobacco, and vaping use.

The curriculum, instructional materials, and outcomes used in this program shall be recommended by the Superintendent and approved by the School Committee.

This policy shall be posted on the district's website and notice shall be provided to all students and parents in accordance with state law. Additionally, the district shall file a copy of this policy with DESE in accordance with law in a manner requested by DESE.

Legal References: M.G.L 71:1; 71: 96

Reviewed and referred by the Policy Subcommittee on 2/27/20

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The committee and school department employees shall cooperate with other community agencies concerned with drug abuse....

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