

**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”

September 9, 2021

**REGULAR SCHOOL COMMITTEE MEETING ON September 13, 2021**

Notice is hereby given that the Salem School Committee will hold a **Regular School Committee meeting on Monday, September 13, 2021 at 7:00 p.m.** This is an on-line Zoom meeting.

**Please click the link below to join the webinar:**

<https://zoom.us/j/91435959588?pwd=N0xJK1BJWDFWeU1OZERYVnpmTXN5Zz09>

**Passcode: S9KMVj**


**I. Call of Meeting to Order**

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

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

**b. Request for Spanish Interpretation.**

Spanish language interpretation is now provided for all Regular School Committee meetings. To listen to this meeting with Spanish language interpretation, please see instructions below:

1. Click **Interpretation** .
2. Click **Spanish**
3. (Optional) To hear the interpreted language only, click **Mute Original Audio**.

**c. Instructions for Participating in Public Comment**

Should any member of the Salem community wish to participate in public comment during this meeting, please click on the below link to sign up and submit your comment electronically: <https://forms.gle/uNxZmL9Uwwucejc57>. A district staff member will be compiling all comments which will be shared with members prior to the end of the public meeting. Comments will also be summarized in the meeting minutes. Please contact Nancy Weiss at [nweiss@salemk12.org](mailto:nweiss@salemk12.org) or 617-285-7567 with any questions or to report any technical difficulties you experience.

**II. Approval of Agenda**

**III. Approval of Consent Agenda**

- a. Minutes of the Special School Committee meeting held on August 9, 2021 and Regular School Committee meeting held on August 16, 2021.

- b. Approval of Warrant: 8/19/2021 in the amount of \$115,122.39, 8/26/2021 in the amount of \$304,662.03, 9/2/2021 in the amount of \$400,870.32 and 9/9/2021 in the amount of \$722,324.50.

**IV. Public Comment**

Please see above for instructions on participating in public comment.

**V. Report from the Student Representative – Hawa Tabayi**

**VI. Educator’s Showcase**

**VII. Superintendent’s Report**

- a. Start of school update
- b. Central Office organizational chart

**VIII. Action Items: Old Business**

**IX. Action Items: New Business**

- a. Deliberate and vote on the appointment of Superintendent Stephen Zrike as Salem representative to the Northshore Education Consortium Board for 2021-2022.

**X. Finance & Operations Report**

**XI. Subcommittee Reports**

- a. Policy Subcommittee
  - i. Policies for Third Reading
    - 5417 Student Attendance at Public Events
    - 5701 Health Services/First Aid
    - 5704 HIV
    - 5708 Automatic External Defibrillators (AED’s)
    - 5709 Medication Administration
    - 5710 Do Not Resuscitate Order
    - 5711 Wellness
      - 5711.01 Students with Food Allergies/Medical Conditions
      - 5711.02 Nutrition
      - 5711.03 Physical Activity
    - 5712 Athletic and School-Related Activity Concussion Policy
    - 5714 Alternative Transportation on School Grounds
    - 5801 Accident Insurance
    - 5803 Student Parking
    - 5804 Free and Reduced Breakfasts and Lunches
    - 5805 Use of Handheld Devices
    - 5806 Student Observations
    - 5807 Athletics and Student Activities Fees
    - 6201 Review of Policies

XII. **School Committee Concerns and Resolutions**

XIII. **Adjournment**

Respectfully submitted by,

*Nancy A. Weiss*

Executive Assistant to the School Committee & the Superintendent

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

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



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

*Alcaldesa Kimberley Driscoll, Preside*

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

9 de septiembre de 2021

**REUNIÓN REGULAR DEL COMITÉ ESCOLAR DEL 13 de septiembre de 2021**

La presente notifica que el Comité Escolar de Salem tendrá una **reunión del Comité Escolar Regular el lunes 13 de septiembre de 2021 a las 7:00 p.m.** Esta es una reunión por Zoom.

**Favor de pulsar en el enlace de abajo para unirse al seminario en línea:**

<https://zoom.us/j/91435959588?pwd=N0xJK1BJWDFWeU1OZERYVnpmTXN5Zz09>

**Clave de acceso: S9KMVj**


**I. Convocatoria a la Sesión Abierta**

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

*Lectura en voz alta: El Comité Escolar de Salem desea escuchar al público sobre temas que afectan al distrito escolar y que están dentro del alcance de las responsabilidades del Comité. Se ofrecerá interpretación al español para quien lo necesite.*

**b. Solicitud de Interpretación al español**

La interpretación a la lengua española se provee en todas las reuniones del Consejo Escolar Regular. Para escuchar estas reuniones con la interpretación al español, por favor vea las instrucciones de abajo:

1. Pulse en **Interpretation** .
2. Pulse en **Spanish**
3. (Opcional) Para escuchar la lengua interpretada solamente, pulse **Mute Original Audio**.

**c. Instrucciones para Participar en el Comentario Público**

Si cualquier miembro de la comunidad de Salem desea participar en el comentario público durante esta reunión, por favor pulsar en el enlace de abajo para registrarse y someter su comentario electrónicamente: <https://forms.gle/uNxZmL9Uwwucejc57>. Un miembro del personal reunirá todos los comentarios que serán compartidos con los miembros antes de finalizar la reunión pública. Los comentarios también serán resumidos en las minutas de la reunión. Por favor contacte a Nancy Weiss en [nweiss@salemk12.org](mailto:nweiss@salemk12.org) o 617-285-7567 con cualquier pregunta o para reportar cualquier dificultad técnica que se le presente.

**II. Aprobación de la Agenda**

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



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

***Alcaldesa Kimberley Driscoll, Preside***

**III. Aprobación de la Agenda Consensuada**

- a. Minutas de la reunión del Comité Escolar Especial llevada a cabo el 9 de agosto de 2021 y de la reunión del Comité Escolar Regular celebrada el 16 de agosto de 2021.
- b. Aprobación de la orden: 19/8/2021 por la cantidad de \$115,122.39, 26/8/2021 por la cantidad de \$304,662.03, 2/9/2021 por la cantidad de \$400,870.32, y 9/9/2021 por la cantidad de \$722,324.50.

**IV. Comentario Público**

Favor de ver arriba para instrucciones sobre cómo participar en el comentario público.

**V. Reporte de la Estudiante Representativa – Hawa Tabayi**

**VI. Exhibición del Educador**

**VII. Reporte del Superintendente**

- a. Puesta al día sobre el inicio de la escuela
- b. Organigrama de la Oficina Central

**VIII. Elementos de Acción: Asuntos Antiguos**

**IX. Elementos de Acción: Asuntos Nuevos**

- a. Deliberación y voto sobre el nombramiento del Superintendente Stephen Zrike como representante de Salem ante la Junta del Consorcio de Educación de Northshore para 2021-2022.

**X. Reporte de Finanzas y Operaciones**

**XI. Reportes de los Subcomités**

- a. Política del Subcomité
  - i. Políticas para la Tercera Lectura
    - 5417 Asistencia de Estudiantes a Eventos Públicos
    - 5701 Servicios de Salud/Primeros Auxilios
    - 5704 VIH
    - 5708 Desfibriladores Externos Automáticos (AED por sus siglas en inglés)
    - 5709 Administración de Medicamento
    - 5710 Orden de No Resucitar
    - 5711 Bienestar
      - 5711.01 Estudiantes con Alergias a Comida/Condiciones Médicas
      - 5711.02 Nutrición
      - 5711.03 Actividad Física
    - 5712 Política de Contusión en Actividades de Atletismo y Relacionadas con la Escuela

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



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

***Alcaldesa Kimberley Driscoll, Preside***

5714 Transporte Alternativo en el Recinto Escolar  
5801 Seguro de Accidente  
5803 Parqueo de Estudiante  
5804 Almuerzos y Desayunos Reducidos y Gratuitos  
5805 Uso de Dispositivos Portátiles  
5806 Observaciones del Estudiante  
5807 Costo de las Actividades Estudiantiles y Atléticas  
6201 Revisión de Políticas

**XII. Inquietudes y Resoluciones del Comité Escolar**

**XIII. Clausura**

Sometido respetuosamente por,

***Nancy A. Weiss***

Asistente Ejecutiva del Comité Escolar y del Superintendente

*“Las personas que requieran ayuda auxiliar y servicios para una comunicación eficiente tal como un intérprete de lenguaje de señas, un dispositivo asistente para escuchar, o material impreso en formato digital o una modificación razonable de programas, servicios, políticas, o actividades, puede ponerse en contacto con el Coordinador ADA de la Ciudad de Salem al (978) 619-5630 a la brevedad y no más de 2 días laborales antes de la reunión, programa o evento.”*

# DRAFT

## Salem Public Schools Salem School Committee Special Meeting Minutes August 9, 2021

On August 9, 2021 the Salem School Committee held a Special School Committee meeting at 4:00 PM using the Zoom platform.

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

**Members Absent:** Mr. James Fleming

**Others in Attendance:** Superintendent Stephen Zrike, Assistant Superintendent Kate Carbone, Assistant Superintendent Mary DeLai, and Chelsea Banks

### Call of Meeting to Order

Mayor Driscoll called the meeting to order at 4:01 p.m. Mayor Driscoll read the new Public Participation Policy 6409 and also explained the request for Spanish interpretation for participation.

### Approval of Agenda

Mayor Driscoll requested a motion to approve the Regular Agenda. Ms. Manning motioned and Ms. Nuncio seconded. A roll call vote was taken.

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

Motion carries 6-0

Mr. Cruz entered the meeting at 4:10 p.m.

### Public Comments

The School Committee Secretary announced that there were several public comments. Mayor Driscoll announced that although under normal circumstances public comments are only allowed in the beginning of the meeting, she will allow additional time later in the meeting.

Sarah Blodgett, 2 Reliance Row, asked to have her comments read.  
*I strongly agree with the masking recommendations and hope they are adopted.*

Judith Forman, 18 Southwick Street, asked to have her comments read.

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*YES! Thank you to the Salem Public Schools for crafting such a comprehensive, thoughtful, and SAFE plan to get our kids back to school. I am SO pleased to see that masks are being required universally to keep everyone safe and in school. The outlined testing strategy is so smart as is the commitment to as many outdoor meals as possible. Salem's plan should be a model for districts across the Commonwealth. Thank you to Dr. Zrike and his team for putting safety first - and making sure all of our children have the chance to learn IN SCHOOL this year. I am so proud to be a Salem parent!*

Elisabeth Wrenn, 4 Gardner Street, asked to have her comments read.

*Schools are a space for education and learning. We must practice what we preach and learn from our own history and science. What we have learned from science is that breakthrough cases occur in dispute vaccination. We have also learned that COVID is spread indoors. If it was a science lesson for our students, we'd expect them to follow the data and I expect our school committee to do exactly that. Prevention and data are critical for public health. All students, faculty and teachers should be required to wear masks indoors despite their vaccination status. Let's not repeat history and let's keep students learning in person.*

Heath Stewart, 2 Carriage Hill Lane, asked to have her comments read.

*Hi, Thank you for listening to my concerns. As the father of two children enrolled in the fall I strongly oppose any mask recommendation. If the kids are truly the number one concern of the committee then masks should be optional for students and staff. The vaccine has been made available to everyone who wants it. The teachers are vaccinated and protected. The kids are at a miniscule threat of severe illness and virtually all the science proves this. I firmly believe masks should be optional. So much so that if masks are mandatory I will withdraw both of my children from school. Please do what is in the best interest of the students. Not the best interest of the teachers or parents, staff or anyone else. Masks should be optional! Thanks for your time.*

Maria Cameron, 25 Crowdis Street, asked to have her comments read.

*Due to the recent uptick in cases in our city, as well as a highly transmissible variant, I urge the school committee to implement mitigation measures such as masking regardless of vaccination status, ventilation, filtration, outside time when learning and eating (weather permitting), as well as weekly testing. It is important for our children to have in person learning without disruption, and local epidemiologists and infectious disease doctors have stressed the importance of these necessary measures until community transmission is very low. In addition, many children have underlying health conditions that sometimes can be exacerbated by illness, including my daughter. All students should have the opportunity to feel safe in the classroom while being a part of their community. We are very much still in a pandemic, and our elementary aged children have no access to a vaccine for COVID-19 at this time. I am hopeful that the recommendations out forth by the school committee are best at this time, and will also help to limit community spread.*

Rosemary Malfi, Larchmont Road, asked to have her comments read.

*I am a parent of a rising second grader at Bates Elementary, and I wanted to offer the comment that I am very proud of the leadership demonstrated by Principal Softic, by the superintendent, and by our mayor and school committee over the last year. And I continue to be impressed by their decisive leadership when it comes to developing safety protocols for the coming year based on evolving public health information. I am in support of the proposed plan relayed by Superintendent Zrike in the most recent correspondence to SPS parents. I am glad that the district is committed to having children in school this fall and to implementing public health measures that will make our return as safe as possible, including weekly testing, masking indoors, and maximizing outdoor time. Thank you for your continued service during this time of unease.*

Sarah Dulong, 2A Arnold Drive, asked to have her comments read.

*Dear Members of the School Committee*

*I have never had a pit in my stomach like I do sending my kids into school this year (which is not the feeling you want to feel entering a new school year) greatly due to the delta variant and the 12 and under kids not being vaccinated .*



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*I am writing on behalf of my 2 under 12 Salem Public School children who are not eligible to be vaccinated yet. I hope you will do your best to protect my kids and the kids of Salem by making strong decisions in keeping safe the children of Salem from Covid 19 especially the delta variant which is just as contagious as the chicken pox (when I was in first grade my elementary school in marblehead had to shut down because the majority of the kids caught the chicken pox....the contagious factor is obviously extremely strong).*

*I hope you will all be universally in favor of universal mask wearing of all kids and staff which is the best way to stop the spread, as well as in school testing for covid (and encourage and inform why every family should take advantage of pool testing so we can help protect our children and stop community spread with this). I also feel that every family's risk tolerance and health issues are different and remote options should be available now more than ever with the Delta Variant. It's honestly shocking that it is not. Parents should not have to pull their children out to home-school because there is no remote option especially when vaccines for this age group is around the corner, and to stop that option now I feel is truly not right. (both my children had very successful remote experiences last year)*

*Please follow the science and protect ALL kids by implementing universal masking for Salem public schools as well as stronger mitigation efforts since this is a much more contagious variant and feel even more needs to be done than last year, and implement a remote option as well. Also smaller class sizes in person can be helpful as well .*

*I also feel schools should provide kn95 masks for kids because that may be needed to stop the spread of the variant and/or masks that fit properly on kids. Also to do lunches outdoors/ ,mask breaks outdoors/ and take advantage of outdoor learning and encourage outdoor learning as much as possible from the schools.*

*Thank you for all you do,*

*Sarah Dulong*

Debra Turner, 1 Cherry Street, asked to have her comments read.

*Hello, all! It's me again and I promise to make it short and sweet:*

*I am SO excited that my daughter was picked in the second pre-k lottery!!! I couldn't tamp down my emotions when I got that call. (Thank you to Emily for her patience with me on the phone!) With this, all my (5) kids, big and small, will be in Salem schools this year and I am so grateful that my youngest gets to join her older siblings in SPS.*

*With all my excitement, however, I am concerned about the delta variant and Covid resurgence as the kids start school in a matter of weeks when they were all remote all year last year. I trust you all to do what's right to please, please keep in mind the kiddos counting down the days (23 for kindergarten) to get back into school buildings and keep my "babies" and others safe when there is no remote school this year, but no vaccine for these kids either. We have been super safe in our house and plan to be at school as well for everyone's sake. We love our schools and all our friends and want everyone healthy and well for the start of the school year, through \*gulp\* October in Salem and beyond!*

*Thank you for all you do.*

*- Deb*

### **Educator's Showcase**

None

### **Report of the Superintendent**

#### **a. Health and Safety Protocols for the School Year**

Superintendent Zrike presented to the Committee his health and safety protocol recommendations for opening school. He explained that Salem has had a recent increase of new cases with the Delta Variant and although 67.5% of Salem residents have received at least one dose of the vaccine, the youngest population (age 12-15 and 16-19) are the lowest percent vaccinated. Dr. Zrike noted that as we prepare for fall, we need to take into consideration the new lessons that we have learned from this virus. Our goal is to have everyone back safely and to minimize the disruption of learning to the students and their families. Superintendent Zrike has made the following recommendations, which includes strong health & hygiene, COVID-19

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surveillance testing, supplemental ventilation, universal mask policy, and meals and mask breaks. Chelsea Banks explained the importance of a commitment from everyone to stay home when symptomatic, weekly test and on-site rapid tests to minimize quarantines, ensuring all HVAC systems and HEPA filters are properly functioning, universal mask policy regardless of vaccination status and the encouragement of meals to take place outdoors whenever possible in addition to physical distancing during indoor meals or mask breaks.

Dr. Zrike explained the next steps would include a community health & safety webinar with Dr. Clovene Campbell, Dr. Kristin Pangallo and other health advisors on Tuesday, August 24th at 5:30 pm. A staff health & safety webinar will also be scheduled. In addition, all staff will be reviewing strategies and training during PD for 4 days before the start of school.

Ms. Manning commented that she is in support of the recommendations, but does have a concern regarding students who may need remote accommodations and Dr. Zrike responded that he would be in contact with the family to determine the conditions. Dr. Pangallo asked for clarification on the Positive Pool Testing. Ms. Banks responded that there will be a staff and family health webinar that will explain how the COVID pool testing will be done. Dr. Pangallo asked additional questions, including some mask break concerns. Ms. Banks explained that mask breaks will always be done safely and outside whenever possible. Dr. Pangallo asked additional questions regarding masks and the importance of their proper fit. Ms. Banks added that there is an abundance of supply of masks in the schools. Dr. Pangallo also spoke of the importance of everyone being vaccinated and stressed to parents to speak to their pediatrician if they should have questions or any concerns. Mr. Cruz is also in support of the recommendations and requested more use of the outdoor spaces for the fall. Ms. Campbell thanked the Superintendent and his team for putting together something so comprehensive and added her support for the Test and Stay program.

The Mayor stated that on the city side, employees are required to either be vaccinated or are mandated to have testing. She is asking businesses to mirror the same policy. She also suggested thinking about vaccines for athletes and bands or biweekly testing for those not vaccinated. Dr. Zrike responded that they are supportive to move forward with whatever can be done legally. He stated that so far the MIAA has not recommended a mask policy, and added that they are planning on additional recommendations to be proposed at the next School Committee meeting on Monday.

### **Public Comments - continued**

The School Committee Secretary announced that there were additional public comments.

Lisa Greco, 10 Wisteria Street, asked to have her comments read.

*I completely disagree with all recommendations of masking our children again and of testing them in school, voluntarily or not. You cannot use science to say masks work when the CDC itself has flip flopped so much and the science proves otherwise. I have spent hours upon hours researching this and learning about covid. You are basing this on something that causes no deaths in healthy children anywhere. The testing itself is unreliable and no longer promoted by the CDC as 50 percent have been false positives and it cannot distinguish between flu and covid or any supposed variant. They have never been able to isolate the Sars Cov 2 virus, and without that, they cannot*

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*determine whether or not they can put up a public health act. You must have the science to back up what you're saying otherwise it is fraud. You are asking my children to wear masks and breathe in their own carbon dioxide and toxins that they breathe out. This is the most unhealthy thing I can think of to do. This is a human rights violation to make them wear masks without science to back it up. You are instilling fear in our children and also in parents. I know for one that I no longer trust you with my children. I am sick over the thought of sending them back to a school environment that you are recommending. No parent should have to worry like this. Your job is to educate not to make decisions regarding my children's health . At the very least masks should be optional and it should be the parents' decision not yours. The schools need to focus on education and stay out of health matters, political matters, or sex discussions. Do your only job and teach math, English, and science, and how about history also. I want a remote option for my children again if you pass this mask policy as I will not be sending them with masks. You are robbing them of their childhood and friends and normal activities by going backwards. Covid is not nearly as deadly as media and propoganda make it seem. I'm looking for homeschool options now as I refuse to send my children back this way. You are putting us all in a bad position with work etc. But my children come first and always will. Their health, both mental and physical, is of utmost importance to me and you are taking my decision making power and right as a parent away. I should not have to worry about sending my children to school and then being questioned about covid and contact tracing and their vaccine status. I have never ever been so disgusted with a school system in my life. Let my kids breathe free and leave the decision making to the parents, who know what is best for their own children.*

Ann Berman, 1401 Crane Brook Way, Peabody asked to be recognized to speak.

*Ms. Berman announced that the Salem Teachers Union is excited to partner with the district in keeping everyone safe and do whatever is necessary to keep the staff and students safe.*

Dr. Pangallo asked if she could respond to the public comment. She wanted to urge that everyone is getting their information regarding the pandemic from your doctor and reliable health professionals since there were several incorrect statements in tonight's public comments.

Superintendent Zrike thanked all the unions for working with the district's recommendations. He added that the STU contacted him and offered free face shields for children who may need them.

### **Report from the Student Representative - Hawa Hamidou Tabayi**

None

### **Old Business**

#### **a. Deliberation and Vote on the Revised 2021-2022 Annual School Calendar for the Carlton Innovation School**

Superintendent Zrike explained that there was a small change to the Carlton Innovation School calendar. The first day of kindergarten was moved to September 3rd since the original date fell on Rosh Hashanah.

Dr. Pangallo made a motion to adopt the revised 2021-2022 annual school calendar for the Carlton Innovation School. Mr. Cruz seconded the motion. A roll call vote was taken.

Ms. Manning	Yes
Mr. Cruz	Yes
Dr. Pangallo	Yes

**DRAFT**

Ms. Nuncio                    Yes  
Ms. Campbell                Yes  
Mayor Driscoll              Yes  
Motion carries 6-0

**New Business**

**b. Deliberation and Vote to Accept the Recommendation of the Superintendent for School Opening**

Ms. Manning made a motion to accept the recommendation of the Superintendent for school opening. Ms. Nuncio seconded the motion. A roll call vote was taken.

Ms. Manning                Yes  
Mr. Cruz                    Yes  
Dr. Pangallo                Yes  
Ms. Nuncio                 Yes  
Ms. Campbell               Yes  
Mayor Driscoll             Yes  
Motion carries 6-0

**Finance Report**

None

**Subcommittee Reports**

None

**School Committee Concerns and Resolutions**

None

**Adjournment**

Mayor Driscoll requested a motion to adjourn. Ms. Manning motioned and Dr. Pangallo seconded. A roll call vote was taken.

Ms. Manning                Yes  
Mr. Cruz                    Yes  
Dr. Pangallo                Yes  
Ms. Nuncio                 Yes  
Ms. Campbell               Yes  
Mayor Driscoll             Yes  
Motion carries 6-0. Meeting adjourned at 5:08 p.m.

Respectfully submitted by,

*Nancy A. Weiss*

Executive Assistant to the School Committee & Superintendent

# DRAFT

## Salem Public Schools Salem School Committee Meeting Minutes August 16, 2021

On August 16, 2021 the Salem School Committee held its regular School Committee meeting at 7:00 PM using the Zoom platform.

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

**Members Absent:** Mr. James Fleming

**Others in Attendance:** Superintendent Stephen Zrike, Assistant Superintendent Kate Carbone, Assistant Superintendent Mary DeLai, Chelsea Banks, Liz Polay-Wettengel, Marc LeBlanc, Linda Farinelli, Glenn Burns, Adam Colantuoni, Charlene Moske-Weber, and Dr. Clovene Campbell

### Call of Meeting to Order

Mayor Driscoll called the meeting to order at 7:02 p.m. Mayor Driscoll read the new Public Participation Policy 6409 and also explained the request for Spanish interpretation for participation.

### Approval of Agenda

Mayor Driscoll requested a motion to approve the Regular Agenda. Ms. Manning motioned and Ms. Nuncio seconded. A roll call vote was taken.

Ms. Manning	Yes
Dr. Pangallo	Yes
Ms. Nuncio	Yes
Ms. Campbell	Yes
Mayor Driscoll	Yes

Motion carries 5-0

### Approval of Consent Agenda

Mayor Driscoll requested a motion to approve the Consent Agenda. Dr. Pangallo motioned and Ms. Manning seconded. A roll call vote was taken.

Ms. Manning	Yes
Dr. Pangallo	Yes
Ms. Nuncio	Yes
Ms. Campbell	Yes
Mayor Driscoll	

Motion carries 5-0

Mr. Cruz entered at 7:12 pm

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### Public Comments

The School Committee Secretary announced that there were several public comments.

Michelle Grundy, 6 North Pine Street requested that her comment be read aloud.

*Would the school department be willing to provide N-95 masks to teachers/staff and KN-95 masks for kids? Dr. Michael Osterholm, Director of the Center for Infectious Disease Research and Policy strongly suggests that we could stop the spread of the Delta variant better if people wore more effective masks like the N-95 to protect us from aerosol spread. (Even just one per staff member).*

Julia Knisel, Becket Street requested that her comment be read aloud.

*According to the latest published COVID risk level data, Salem is nearing the "yellow" category with 9.2 average daily cases per 100,000 in population. What community risk level (or other threshold) has the District and School Board set to reinstate the remote learning option, especially for students who are not yet eligible to get vaccinated?*

Sarah Dulong, 2 Arnold Drive requested that her comment be read aloud.

*Dear School Committee Members and Superintendent Zrike,*

*I am happy and relieved to see how serious Salem is taking covid-19 and helping protect our kids in school and happy with the new recommendations being added to help protect kids and the community. With that being said I still have a pit in my stomach as a parent of two elementary age kids who don't qualify for vaccines yet that even with all this strong mitigation it is still not enough. I feel two areas of concern for me are unmasking at any point in school and not having the option of remote school.*

*I really want to send my kids in person...my kids want to go back in person...last time they were in person was march 2020. I am concerned that the schools are still looking at last year's success as a point to show how this year will work the same way with even less mitigation in some areas for a much more contagious strain of the virus. Last year my child's elementary school did classrooms by cohorts so they could have smaller classroom sizes which they are not doing this year which I don't understand why when this year we have a much more contagious strain. Though my biggest concern is the unmasking inside school. I spoke with my friend's wife last night who is a pediatric ICU Dr in Nyc (to help me navigate the true risks to my children going back in person from a scientific viewpoint and coming also from a Dr who deals with covid in children every day) and told her the efforts Salem is doing which she commended Salem on and I discussed my biggest concern is the mask breaks indoors and eating inside (breakfast lunch snack) which she agreed on is not ideal during this delta variant. I know at my school parents volunteered for lunch breaks but mask breaks need to be done outside too. It negates wearing masks in school if everyone takes them off inside for breaks especially with the highly contagious delta variant. Also we discussed the kind of mask that is needed to protect your child with delta is a kids kn95 or 5 layer mask. Having those masks can help reduce transmission in big ways..has the schools looked into providing these kinds of masks to the younger students who are not eligible for vaccines yet. With the outdoor initiative in Salem with all the elementary schools I feel that this should be taken advantage of 100% by the schools and use it as much as possible. We all know the outdoors is the safest place right now with the virus..I think outdoor learning for these young kids who aren't vaccinated should be a crucial part of keeping them safe this year, keeping mask breaks outside so they can remove them safely without possibly infecting others as well as getting fresh air which is so important and let students opt out of breakfast lunch and snack inside because I know for me personally I don't want my kids eating inside a school right now. Second is the remote option. I feel completely frustrated as a parent that this was not taken into consideration or even had questionnaires sent out to look at interest in it. Both my children had an extremely successful year doing remote and it would have been ideal to have this option until they had the chance to be vaccinated. It is upsetting that our neighboring town of Peabody had a well thought out robust remote program and we don't. I know we didn't know about Delta last school year but we know about it now and we need to take this seriously and give choices to families who may not feel comfortable sending their child in person until vaccinated..home-school shouldn't be the only option ..people want to keep their kids safe (or high risk family members) but also still be a part of their community remote offered that. I don't understand why it's not being discussed and offered. Thank you for all that you are doing and I hope you take into consideration what I have said in my letter as well Thank you, Sarah Dulong*

## DRAFT

Danielle Norris-Gardiner, 19 Boardman Street requested that her comment be read aloud.

*Delta is a different beast, and from what we are seeing in schools that have already started in other parts of the country, what worked well last year will not be enough this year. I feel very strongly that we must ask our children and staff members to "hold the line" and exercise great ingenuity and strict protocols for just a bit longer. Vaccine eligibility for the 12 and under set is within sight, and it would be heartbreaking for kids to get ill when they've already sacrificed so much the past 18 months. I urge schools to mandate that mask breaks should only happen outdoors, breakfasts should be eaten outdoors if possible or at the very least finished before the morning bell rings so everyone is masked up when school starts. Outdoor lunches should happen well into the late fall with an opt-in option for parents to have their kids eat even in colder winter temperatures if dressed properly. I tell my kids that "cold is better than COVID." 15 minutes of above freezing temperatures is not perilous, and it will not leave them with lasting health issues. We cannot say the same of the Delta variant.*

Lise Hansen-Damato, 53 Hawthorne Street requested that her comment be read aloud.

*I really appreciate how comprehensive the plan is - this in conjunction with the measures that were approved by SC last week (which I strongly support). However, I'm very concerned that there has been no public discussion about plans for children to continue their learning from home if they must quarantine. Is there a plan? If so, it would be great for the district to share that. If not, I hope that one is in the works. If I have Covid, and my kid is healthy and able to learn but simply not allowed to be in school, he should not miss two weeks of learning time. And I'm pretty sure he'd be labeled truant at that point. We know that infections will happen. We know that quarantines will be required. Lets be prepared to continue learning whenever possible.*

Joanne Scott, Boys & Girls Club of Greater Salem requested that her comment be read aloud.

*Our Boys & Girls Club is excited to collaborate with Shamus Mruk and other Salem High School Staff at the Community program at Saltonstall School on Tuesdays and Thursdays. We look forward to helping to give kids a hands up to a fulfilling and rewarding life!*

### **Report from the Student Representative - Hawa Hamidou Tabayi**

None

### **Educator's Showcase**

None

### **Report of the Superintendent**

#### **a. Presentation regarding the Community Office in Salem High School**

Superintendent Zrike announced that there would be a presentation from the Community Office in Salem High School. Shamus Mruk and Scott Tombleson, assistant principals and Glenn Burns, principal of the high school came before the Committee to give an update on the Community Office at the High School. Mr. Mruk reported that at the conclusion of 1st quarter at the high school, 88% of 9th graders were failing at least one course. He added that statewide 96% of 9th graders who do not fail a class in the 9th grade graduate on time but on the other hand, 75% of 9th graders who failed four classes do not graduate on time. Therefore, they are focused on ensuring that our 9th graders are on track. He explained the Community Office is a place to connect with SHS students and families. Tutoring and support is available, there is access to guidance counselors, childcare, technology resources and hot meals are offered. There are teachers and staff who volunteered for the first 2 months and ROOT provided meals. The SHS intern program and First Church in Salem supported the child care program. The results of

## DRAFT

the offering have been that 2x more classes have moved from failing to passing with increased GPAs. This has impacted students with EIPs, emerging bilingual students, and 9th graders. Enrollment grew throughout the year with 202 SHS students who accessed the Community Office. Students continued to attend through the summer which helped with learning gaps from virtual school, and offered support for the increased social emotional needs. They will continue to offer tutoring, hot meals, free childcare and technology resources 2 evenings a week at Saltonstall location. They would like to expand their services to partner with the Boys and Girls Club, offer athletics, arts and activities for SHS students and create a community center for the students and families to connect with SHS.

### **b. Back to School Update**

#### **1. Health and Safety Recommendations Part 2**

Dr. Zrike began with explaining the health and safety regulations. Dr. Zrike introduced Dr. Campbell who he said was available to answer questions. Ms. Banks was introduced and explained that part 1 of the health and safety recommendations were discussed last week and she would now explain the second part of the recommendations. She stated that the only students that need to be isolated are those who test positive. She does not believe that close contacts will need to be quarantined. Rather, they can test and stay with the rapid on-site testing now available. In order to participate, a parent consent form, which is being sent home, will need to be signed and returned. The new recommendations include: vaccine or biweekly Covid testing for staff and high respiration activities. Dr. Zrike announced that there will be a SPS staff forum tomorrow night regarding the recommendations.

Dr. Zrike addressed the question of remote learning. He announced that only 7 districts in the state applied and were granted approval and explained that the reason SPS did not apply is because there were not many requests for it.

Mr. Cruz asked what would happen if a student tests positive. Dr. Zrike responded that we do have a plan, but will need to speak to the Unions and will share with families next week.

Several other questions were asked regarding masks. Dr. Campbell recommends doing as many activities as possible outdoors. If indoors, she recommends trying physical distancing and staggering lunches and breaks. She also answered that children do not necessarily need a specific mask, as long as it fits well then it works.

Dr. Pangallo asked if vaccines are considered effective even though they were quickly introduced. Dr. Campbell responded that the technology was developed pre-Covid. Normally it takes years to approve but technology has made the process much quicker. There was also a question from Ms. Manning regarding what exactly is in the vaccine and Dr. Pangallo explained that the makeup of the vaccine cannot change anyone's DNA, which are some of the concerns people had.

Dr. Zrike announced some of the highlights for the school year, such as the new high school schedule and start times, facility safety updates, and small class sizes with new outdoor spaces.



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Dr. Zrike introduced Assistant Superintendent Kate Carbone who reported on the preschool updates. She explained that there are 14 preschool classrooms and added 72 seats, and are still looking to hire teachers for PE and art. They have selected a preschool curriculum and will be partnering with 3 community partners and professional development will be done jointly with these partners. She explained that 2 lotteries were held and they will not be holding a 3rd, just filling seats as applications come in through the Parent Information Center.

### 2. Enrollment

Dr. Zrike reported that the numbers for kindergarten are low. The high school has 843 students, of which 167 are seniors. He said that at the moment, we have an increase of 41 students from last year's October 1 enrollment.

### 3. Staffing

Dr. Zrike introduced the new Executive Team members for the district. He announced that there are still some open vacancies for staff although they are working to fill them.

Dr. Zrike announced that going forward we would be providing Spanish interpretation for all the School Committee meetings and also provide a Spanish recording.

### c. ESSER 3 Overview and Planning Presentation

Dr. Zrike introduced Assistant Superintendent Mary DeLai who gave an update on the ESSER funds. She outlined the amount awarded for each fund: ESSER I, ESSER II and ESSER III (which has not been applied for yet), how much has been expended and what is still available.

Ms. Campbell asked for an update on the targets that were set for the preschool program. Dr. Zrike responded that unfortunately some of the targets were not met for many different reasons and said they would forward more information once the program is settled. Ms. Nuncio asked if the parents are denying the seats due to ½ day enrollment rather than offering a full day program or 4 days vs 5 days? Dr. Zrike explained that the new classrooms did offer full day, but some of the parents require extended days, which the preschool does not offer. Dr. Pangallo added that the Curriculum Subcommittee will be meeting to discuss the Preschool curriculum. Ms. Manning asked about the frequency of the cleaning at the schools and is everything we put in place last year still happening? Ms. Banks responded that last spring the CDC modified their recommendations on cleaning since the virus is not so much a contact spread concern but a respiratory concern. Therefore, the schools are still doing a daily cleaning and the deep cleaning is now done once a week.

Ms. DeLai announced that they are fully staffed with custodial staff. She said that they are having the HVAC systems checked again this year to make sure that they are all working efficiently and appropriately. There is also a change with buses that they will not be cleaned and sanitized between each run, but at the end of each day.

**DRAFT**

**Old Business**

None

**New Business**

**a. Acceptance of donation from First Church in Salem in the amount of \$1,500 for the SHS Community Office Program**

Mr. Cruz made a motion to accept the donation from First Church in Salem in the amount of \$1,500 for the SHS Community Office Program. Ms. Manning seconded the motion. A roll call vote was taken.

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

Motion carries 6-0

**b. Deliberation and vote to accept the job description for the District Coordinator of Translation and Interpretation Services**

Mr. Cruz made a motion to accept the job description for the District Coordinator of Translation and Interpretation Services. Mrs. Nuncio seconded the motion. A roll call vote was taken.

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

Motion carries 6-0

Mr. Cruz reported that the Personnel Subcommittee had reviewed the job description and gave their feedback. The committee unanimously supported this.

**c. Deliberation and vote to accept the recommendations of the Superintendent for school reopening health and safety part 2.**

Ms. Manning made a motion to accept the recommendations of the Superintendent for school reopening health and safety part 2. Mr. Cruz seconded the motion. A roll call vote was taken.

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

Motion carries 6-0

## D R A F T

**d. Deliberation and vote on request from League of Women Voters - Salem and the Salem Education Foundation to use the School Committee Chambers in the Collins Middle School and to waive fees.**

Dr. Pangallo asked if the public should be allowed in the building. Ms. Manning suggested possibly moving to a larger space such as the auditorium where people could be spaced out. A friendly amendment was added that the request should be aligned with the district's COVID protocols.

Dr. Pangallo made a motion to approve the request from League of Women Voters - Salem and the Salem Education Foundation to use the School Committee Chambers in the Collins Middle School and to waive fees. Ms. Nuncio seconded the motion. A roll call vote was taken.

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

Motion carries 6-0

### **Finance Report**

None

### **Subcommittee Reports**

Ms. Nuncio announced that there were 19 policies for second reading and 5 policies recommended for deletion. She added that Dr. Pangallo had attended the last Policy Subcommittee meeting and requested additional information regarding policy 5711.01 Students with Food Allergies.

#### **a. Policy Subcommittee**

- i. Policies for Second Reading
  - 5417 Student Attendance at Public Events
  - 5701 Health Services/First Aid
  - 5704 HIV
  - 5708 Automatic External Defibrillators (AED's)
  - 5709 Medication Administration
  - 5710 Do Not Resuscitate Order
  - 5711 Wellness
    - 5711.01 Students with Food Allergies
    - 5711.02 Nutrition
    - 5711.03 Physical Activity
  - 5712 Athletic and School-Related Activity Concussion Policy
  - 5714 Alternative Transportation on School Grounds
  - 5801 Accident Insurance

## DRAFT

5803 Student Parking  
5804 Free and Reduced Breakfasts and Lunches  
5805 Use of Handheld Devices  
5806 Student Observations  
5807 Athletics and Student Activities Fees  
6201 Review of Policies

Ms. Nuncio made a motion for second reading of the policies listed above. Mr. Cruz seconded the motion. A roll call vote was taken.

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

Motion carries 6-0

- ii. Policies for Third Reading
  - 4109 Leaves of Absence
  - 5405 Interrogations and Searches
  - 5406 Student Demonstrations and Strikes
  - 5407 Corporal Punishment
  - 5408 Student Discipline
    - 5408.01 Discipline of Students with Disabilities
    - 5408.02 Exclusion for Non-School Related Concerns
  - 5409 School Bus
  - 5410 Harassment and Violence
  - 5413 School Property
  - 5414 Vandalism
  - 5415 Bomb Threats
  - 5416 Use of Physical Restraint
  - 5501 Responsible Use of Technology
  - 5702 Availability of In School Programs for Pregnant Students
  - 5703 Immunizations of Students
  - 5705 Child Abuse and Neglect
  - 5706 Communicable Diseases
  - 5707 Student Physicals

Ms. Nuncio made a motion for third reading of the policies listed above. Mr. Cruz seconded the motion. A roll call vote was taken.

Ms. Manning	Yes
Mr. Cruz	Yes
Dr. Pangallo	Yes

## DRAFT

Ms. Nuncio                    Yes  
Ms. Campbell                Yes  
Mayor Driscoll              Yes  
Motion carries 6-0

Mr. Cruz thanked Ms. DeLai for clarification on information regarding the bus drivers that he had requested at the last meeting.

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

Ms. Nuncio asked if no changes were made to the Policies, could we add **no change and the reviewed date** to the policy and not send it through three readings. This will be followed up with legal, then will report back.

### **Adjournment**

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

Ms. Manning                Yes  
Mr. Cruz                      Yes  
Dr. Pangallo                Yes  
Ms. Nuncio                  Yes  
Ms. Campbell                Yes  
Mayor Driscoll              Yes  
Motion carries 6-0. Meeting adjourned at 9:50 p.m.

Respectfully submitted by,

*Nancy A. Weiss*

Executive Assistant to the School Committee & Superintendent

**Stephen Zrike, Jr., Ed.D.**  
**Superintendent**



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

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To: Salem School Committee  
From: Stephen Zrike, Superintendent  
Re: Northshore Education Consortium Board Appointment  
Date: September 9, 2021

Under the Articles of Agreement with the Northshore Education Consortium, member School Committees must appoint a representative to the Board of Directors. NEC's mission is to support member districts by offering high-quality, cost-effective school programs, consultation, professional development, support services and resources to ensure that districts can provide successful learning experiences for all students, including those with complex or low-incidence special needs.

This appointed representative must be the Superintendent of Schools or a School Committee member. I respectfully request that you appoint me as the representative for Salem Public Schools.

**STUDENTS AND INSTRUCTION      5000**

HEALTH AND SAFETY      5700

STUDENT ATTENDANCE AT PUBLIC EVENTS 5417

~~It is the policy of the Salem School Committee to support and encourage student attendance at community and civic events as representatives of the Salem Public Schools. As such, it is understood that a staff member(s) will accompany students at said events.~~

~~In the event that alcohol is being served at a specific event, it is the responsibility the student chaperones and host organization to make arrangements to ensure that if at all possible, alcohol is served in an area/location apart from where students are performing. In the event that this is not entirely possible, it is the responsibility of the chaperones and host organization that students not be served alcohol.~~

~~Approved by School Committee: March 2, 2015~~

**Reviewed and referred by the Policy Subcommittee on 6/22/21**

**1st reading 7/19/21**

**2nd reading 8/16/21**

**3rd reading 9/13/21**

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

**HEALTH AND SAFETY** **5700**

**HEALTH SERVICES/FIRST AID** **5701**

In accordance with state law, the Salem School Committee shall appoint a school physician and registered school nurses, upon the superintendent's recommendation, and shall provide them with the necessary facilities and equipment.

Health services shall include but not be limited to providing first aid for injuries and initial care for illnesses; conducting mandated screenings; monitoring immunization compliance; maintaining student health records; providing linkage to primary care providers and health insurance programs; promoting supporting interventions and accommodations to academic programs as needed; providing health related communication with students and caregivers, sharing health information resources for students and families, and providing for a safe school environment through health promotion and disease prevention.

Staff will report students to the school nurse who present with any health conditions that interfere with their ability to learn. In addition, staff will also bring to the attention of the school nurse those students who are frequently absent or tardy.

Legal References: MGL 71:53, 54, 54A, 54B, 54C, 55, 55A, 55C, 55D, 56, 57, 57A

**Approved: 1/9/06**

**Reviewed: October 2015**

**Reviewed and referred by Policy Subcommittee on 6/29/21**

**1st reading 7/19/21**

**2nd reading 8/16/21**

**3rd reading 9/13/21**



**STUDENTS AND INSTRUCTION**

**5000**

HEALTH AND SAFETY

5700

HIV

5704

Salem Public Schools believes that students and employees who are living with HIV (Human Immunodeficiency Virus) or AIDS (Acquired Immunodeficiency Syndrome) infection have the

It is the policy of the Salem Public Schools, in compliance with the Americans with Disabilities Act (ADA, 42 U.S.C. S 1201), the Individuals with Disabilities Education Act (IDEA, 20 U.S.C. S 140) and Section 504 of the Rehabilitation Act of 1971 (29 U.S.C. S 794), MGL Chapter 111, Section 70F, and Chapter 112, Section 12F, and the policy guidelines of the Massachusetts Department of Public Health and the Department of Education, that students and employees with HIV infection have the same education and employment rights as any other student or employee.

HIV infection includes all individuals infected with the human immunodeficiency virus (HIV) and every stage of infection and illness.

EDUCATION

A student with HIV infection has the same right to attend school and receive services as any other student, and will be subject to the same rules and policies. HIV infection shall not factor into discussions concerning class assignments, privileges, or participation in any school sponsored activity. In determining the student's need for accommodations or services, staff must:

Respect the privacy rights of students and families;

Consult with the student's physician and parent or guardian;

Assess the placement.

EMPLOYMENT

A student employee or a student on any school related work-study partnership shall not be discriminated against on the basis of HIV infection or association with another person with HIV infection. A student employee with HIV infection may continue to work as long as he or she is able to perform the essential functions of the position, with reasonable accommodation if necessary.

PRIVACY

Students are not required to disclose their HIV infection status to anyone in the education system.

HIV antibody testing is not required for any purpose.

Every employee has a duty to treat as highly confidential any knowledge or speculation concerning the HIV status of a student or other staff member.

Violation of medical privacy is cause for disciplinary action, criminal prosecution, and/or personal liability for a civil suit.

No information regarding a person's HIV status will be divulged to any employee or sub-contractor without:

A court order; or

The informed, written, signed and dated, consent of the person with HIV infection or the parent or guardian of a legal minor.

The written consent for HIV disclosure must specify the name of the recipient of the information and the purpose for the disclosure.

All health records, notes, and other documents that reference a person's HIV status will be kept under lock and key in a file separate from the individual's medical, personnel or discipline records.

Access to HIV confidential records is limited to those named in the written permission from the person or the parent/guardian, and to emergency medical personnel.

Information regarding HIV status will not be added to a student's permanent educational or health record without written consent.

All employees are required to consistently follow Universal Precautions for infection control and the Salem Public Schools HIV Administrative Guidelines at all times within school, as well as during school activities.

A school staff member must alert the school nurse or principal if a student's health condition or behavior presents a reasonable risk of transmitting any infection e.g. biting, spitting.

All school staff members will maintain a respectful school climate and not allow physical or verbal harassment of any individual or group based upon:

A person living with HIV infection;

A person perceived as having HIV infection; or

A person associated with someone with HIV infection.

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

Implementing the policy in their building/department;

Reviewing this policy with their staff annually;

Monitoring the execution of this policy at the building level.

Refer to Salem Public Schools HIV Administrative Guidelines

Legal References: 42 U.S.C. Section 1201 (ADA)  
20 U.S.C. Section 140 (IDEA)  
29 U.S.C. Section 794 (Section 504 of the Rehabilitation Act of 1971)  
MGL 111:70F  
MGL 112:12F  
603 CMR 26.00 (MA Department of Public Health and Public Education)

**Approved: 1/9/06**

**Reviewed by Policy Subcommittee: October 2015**

**Reviewed and referred by Policy Subcommittee on 6/29/21**

**Recommended for deletion**

**1st reading 7/19/21**

**2nd reading 8/16/21**

**3rd reading 9/13/21**

<b>STUDENTS AND INSTRUCTION</b>	<b>5000</b>
<b><u>HEALTH AND SAFETY</u></b>	<b>5700</b>
<b>AUTOMATIC EXTERNAL <del>DEFIBRILLATORS</del><b>DEFIBRILATORS</b> (AED'S)</b>	<b>5708</b>

The Salem School Committee recognizes that from time to time medical emergencies may arise that justify the use of an Automatic External Defibrillator (AED). The Committee has acquired these units for use by qualified personnel in the schools and for use at athletic events hosted by the district. District athletic personnel are authorized to carry portable AED's for away contests under the rules developed by the superintendent.

Employees of the district will be authorized **to utilize an AED only after completing initial and recurrent training courses, successfully, as approved by the American Heart Association for AED's and CPR.**

~~by Northeast Emergency Medical Services, Inc. (in accordance with the memorandum of agreement) to utilize an AED only after completing initial and recurrent training courses, successfully, as approved by the American Heart Association for AED's and CPR.~~ Requirements for the frequency of recurrent training will be as specified by the issuing organization of the individual employee's certification. Acceptable certification will consist of completion of an American Heart Association "Heartsaver AED" course and CPR course.

Legal Reference: MGL 71:54C

**Approved: 9/27/04**

**Reviewed by Policy Subcommittee: October 2015**

**Reviewed and referred by Policy Subcommittee on 6/29/21**

**1st reading 7/19/21**

**2nd reading 8/16/21**

**3rd reading 9/13/21**

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

HEALTH AND SAFETY 5700

MEDICATION ADMINISTRATION 5709

In accordance with Massachusetts General Laws, Chapter 94 C and Chapter 71, Section 54B, school nurses will be responsible for the administration and storage of all medication and the maintenance of accurate medication records on all students. Pursuant to the Massachusetts Department of Public Health 105 CMR 210.000 regulations, no other individual will be allowed to administer medication unless the school nurse has appropriately trained them.

During the school day, the administration of either prescription or non-prescription medications must comply with the regulations and protocols of the Massachusetts Department of Public Health and the Salem Public Schools as follows:

The school health office must have on file a written order from a Licensed Healthcare Provider detailing the student's name, name of the drug, dosage, frequency or time and route of administration, date of order, discontinue date and diagnosis, if not in violation of confidentiality. ~~For short-term prescription medications, i.e. those requiring administration for ten school days or fewer, the pharmacy-labeled container may be used in lieu of an order.~~

A written consent form is required for the administration of all medications. The form must be signed by the parent/guardian and will provide an emergency telephone number, contact person, and a list of all medications the student is currently receiving, if not in violation of confidentiality or contrary to the request of the parent/guardian or a majority age student that such medications not be documented;

Medication must be delivered to school by a parent/guardian or responsible adult in the properly labeled pharmacy container. No other container is acceptable;

Any medication administered by injection must be given in the health office with the exception of insulin delivery systems;

Students may not carry medication of any kind on their person with the exception of asthma inhalers, Epi-Pens, enzyme supplements, and insulin delivery systems and then, only with documentation from the Licensed Healthcare Provider and parent/guardian, and the approval of the school nurse;

The school nurse, in collaboration with the parent/guardian, shall establish a medication administration care plan for each student receiving medication. Standing orders for medications e.g. Acetaminophen, written by the school physician may be administered in accordance with the protocol for each medication if a Permission- To-Treat form signed by a parent/guardian is filed in the health office.

Legal Reference: MGL 94C:9; 71:54B  
105 CMR 210.001 –210.100  
School Health Services Manual

**Approved: 1/ 9/06**

**Reviewed by Policy Subcommittee: October 2015**

**Reviewed and referred by the Policy Subcommittee on 6/29/21**

**1st reading 7/19/21**

**2nd reading 8/16/21**

**3rd reading 9/13/21**

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

HEALTH AND SAFETY 5700

DO NOT RESUSCITATE ORDER 5710

In accordance with the Massachusetts Department of Public Health Comfort Care (CC)/Do Not Resuscitate (DNR) Protocol, the Salem Public Schools will honor a CC/DNR order under the following conditions:

1. A current CC/DNR order was issued by a physician, authorized nurse practitioner, or authorized physician assistant with the consent of the parent(s) or legal guardian(s), and issued according to the current standard of care.
2. The student has an original or a copy of a CC/DNR Order Verification Form on file in the school's Health Office.
3. The student has an individual health care plan developed by the parent(s)/guardian(s), student (if 18 years of age), the physician who wrote the CC/DNR order and the school nurse.

Without an original or a copy of a CC/DNR Order Verification Form filed in the school's Health Office first responders will provide emergency treatment, including resuscitation, in accordance with standard EMS protocols, and transport to a hospital.

With written permission from the parent(s) or guardian(s) the school nurse will notify the local medical emergency services when there is a child in a specific school building with a Comfort Care/Do Not Resuscitate Order.

References: ~~M.G.L. c. 201-6, 6A or 6B~~

MGL 201D

MGL 111C and 105 CMR 170.000 et seq;

MGL 111:201 and 105 CMR 171.000 et seq.

Refer to School Health Services Guidelines

**Approved: 7/24/06**

**3/26/07**

**Reviewed by Policy Subcommittee: October 2015**

**Reviewed and referred by the Policy Subcommittee on 6/29/21**

**1st reading 7/19/21**

**2nd reading 8/16/21**

**3rd reading 9/13/21**

**STUDENTS AND INSTRUCTION**

**5000**

**HEALTH AND SAFETY**

**5700**

**WELLNESS**

**5711**

The Salem Public School District is committed to promoting the health and wellness of all students. To that end, the Superintendent shall develop and overseeing the implementation and review of a comprehensive plan for the health and well-being of all its students and establish establishing and supportsupporting the means to achieve and it. To that end, the Superintendent shall establish a School Wellness Advisory Committee (hereafter referred to as the Wellness Committee) for the District. This committee's members shall include school health, nutrition, physical educationactivity, and counseling staff as well as individuals representing appropriate community youth agencies that serve youth, parents/guardians, students, and the School Committee. One member of the Wellness Committee shall serve as the liaison between the Wellness Committee and the Superintendent and shall ensure that the committee meets regularly and is actively functioning.

~~One member of the Wellness Committee shall serve as the liaison between the Wellness Committee and the Superintendent and shall ensure that the committee meets regularly and is actively functioning.~~

The Wellness Committee shall have as its overall charge, the development and implementation of a long-term and permanent program that promotes (1) nutritional, (2) physical education and activity and (3) social/emotional and mental health in the Salem Public Schools and that actively seeks grants to further these objectives. The Wellness Committee shall keep minutes and produce reports, one of which will present specific accomplishments to the Superintendent and the School Committee on an annual basis.

The Wellness Committee shall establish subcommittees to develop appropriate goals and procedures in each of the three component areas of this policy. These annual goals shall be established to contribute to and gradually implement a long-term, comprehensive Wellness Program for the Salem Public Schools. Each year's goals shall be subject to approval by the Salem School Committee.

~~Upon request, the Superintendent shall update the School Committee on An end-of-year report shall include progress toward these goals and the long-term program and objectives. Annual goals and the evolving Wellness Program, consisting of specific activities and regulations for the district, will be included in the student and staff handbooks.~~

Legal References: MGL 111:223, 105 CMR 201; 215.00

The Child Nutrition and WIC Reauthorization Act of 2004, Section 204, P.L. 108 -265

The Richard B. Russell National School Lunch Act, 42 U.S.C. §§ 1751 - 1769h

The Child Nutrition Act of 1966, 42 U.S.C. §§ 1771 - 1789



## Salem Public Schools Wellness Policy Guidelines

**Approved: January 7, 2013**

**Reviewed by Policy Subcommittee: October 2015**

**Reviewed and referred by the Policy Subcommittee on 6/29/21**

**1st reading on 7/19/21**

**2nd reading on 8/16/21**

**3rd reading 9/13/21**

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

HEALTH AND SAFETY 5700

STUDENTS WITH FOOD ALLERGIES/MEDICAL CONDITIONS 5711.01

## **I. Purpose**

The School Committee recognizes the right of each student to participate. To the extent of the student's ability, with or without accommodation, in school and school related activities. The Committee further recognizes the importance of ensuring that the environment in the Salem Public Schools is as safe as it is reasonably possible to achieve for student who experience life-threatening allergies. It is the Committee's purpose in this policy to ensure achievement of these objectives.

## **II. General**

To achieve the objectives set forth above the School Committee directs the Superintendent of Schools to promote a safe environment for all students by:

A. Educating or seeing to the education of all members of the Salem Public Schools Community about life-threatening food allergies or other food related conditions, for example Celiac Disease, Diabetes and other food related medical conditions, including but not limited to peanuts and other nuts, and products that include or are made from them. This education will include training of teachers and staff by the school nurse on the use of epinephrine injection ("Epi-pens") should a child incur a life threatening response to foods while on school grounds or participating in a school related activity;

B. Encouraging voluntary commitment by each member of the Salem Public Schools community, including students and their parents or guardians, to refrain from bringing peanut and nut products to school in order to lessen the risk to students who are severely allergic to these items;

C. Reducing the possibility of cross contamination between students who eat peanut and nut products either at home or at school, and students who have nutfood allergies;

D. Developing administrative procedures and procedures for school nurses, cafeteria staff, building administrators, instruction personnel, office and clerical staff, custodial

employees, and public safety officials that will ensure clarification of the expectations and roles of each in achieving the purposes of this policy.

### **III. Individual Health Care Plan**

The Superintendent shall see to it that an individual health care plan (IHCP) including emergency action plan (EAP), is developed for each student who presents with a life threatening or otherwise serious allergy, and that with the consent of the students parents or guardian, the EAP will be appropriately posted in the school and made available to the staff who would be obligated to implement the EAP.

### **IV. School Emergency Response Plan**

The Superintendent shall see to it that a workable plan is developed for any instance when a student is suspected of experiencing an anaphylactic reaction at school.

### **V. Modifications**

The Superintendent shall see to it that plans will be developed at each school for implementation in classrooms, in school cafeterias, and throughout the school to ensure the achievement of the purposes of this policy, and the implementation of students' IHCP's, EAPS, and the school's emergency response plan.

#### References

29 U. S. C. § 794 (a) (Section 504 of the Rehabilitation Act of 1973) Managing Life Threatening Food Allergies in Schools, Mass Dept. of Education (2002) Salem Public Schools Guidelines for Managing Life Threatening Allergies in the School Setting

**Approved: April 25, 2011**

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<b>STUDENTS AND INSTRUCTION</b>	<b>5000</b>
<u>HEALTH AND SAFETY</u>	<u>5700</u>
NUTRITION	5711.02

The Salem Public School District is committed to providing a school environment that promotes and protects student physical, nutritional and emotional health. To that end, the District shall promote healthier nutritional practices in the Salem Public Schools.

Administrators of the District shall ensure that food and beverages sold or provided to students in the Salem schools or at school-sponsored events meet U.S. Dietary Guidelines for Americans, Healthy Hunger Free Kids Act, and Massachusetts School Nutrition Standards; this includes all food and beverages sold in vending machines.

All building principals and those purchasing and serving food to students shall be familiar with Massachusetts' standards for competitive foods in public schools, that were effective on August 1, 2012. They shall also receive ongoing professional development on healthy foods. This policy applies to competitive foods and beverages provided or sold on school grounds during the school day.

The School Wellness Advisory Committee shall, through a Nutrition Subcommittee, each year set at least one measurable goal related to nutrition. The Wellness Committee shall evaluate its success with this goal at the end of the academic year, based on benchmarks established at the beginning of the school year, and subject to approval by ~~the Salem School Committee~~ **the Superintendent**.

Each year's goal shall support an overall improved Nutrition Program in the Salem Public Schools, as developed and implemented by the Wellness Committee and District Administrators in compliance with state and federal regulation. The specific annual goals, activities, and outcomes in Nutrition shall be detailed in the Wellness Committee's annual report to the Superintendent and School Committee.

Legal References: MGL 111:223; 105 CMR 225: Nutrition Standards for Competitive Foods and Beverages in Public Schools

Approved: 7 January 2013

First Reading: December 7, 2015

reviewed and referred by PSC 6/29/21

1st reading 7/19/21

2nd reading 8/16/21

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<b>STUDENTS AND INSTRUCTION</b>	<b>5000</b>
<u>HEALTH AND SAFETY</u>	<u>5700</u>
PHYSICAL ACTIVITY	5711.03

The Salem Public School District is committed to providing a school environment that promotes and protects student nutritional, physical and social and emotional health. To that end, the District shall promote increased and health-related exercise and physical activity in the Salem Public Schools.

Administrators of the District shall take steps to ensure that all students have opportunity to exercise and engage in physical activity during the school day.

The School Wellness Advisory Committee shall, through an Exercise/Physical Activity Subcommittee, each year set at least one measurable goal related to improved and effective exercise and physical activity. The Wellness Committee shall evaluate its success with this goal at the end of the academic year, based on benchmarks established at the beginning of the school year, and approved then by the ~~Salem School Committee~~ Superintendent.

Each year's goal shall build toward an improved overall Physical Activity Program in the Salem Public Schools, as developed and implemented by the Wellness Committee and District Administrators. The specific annual goals, activities, and outcomes in Physical Activity shall be detailed in the Wellness Committee's annual report to the Superintendent and School Committee.

Approved: 7 January 2013

First Reading of Revision: December 7, 2015

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

HEALTH AND SAFETY 5700

ATHLETIC and SCHOOL-RELATED ACTIVITY CONCUSSION POLICY 5712

This policy provides information and standardized procedures for persons involved in the prevention, training management and return to activity decisions regarding students who incur head injuries while involved in extracurricular athletic activities<sup>1</sup> including, but not limited to, interscholastic sports, in order to protect their health and safety as required by Massachusetts law and regulations. The requirements of the law apply to all public middle and high schools, however configured, serving grades six through high school graduation. In addition to any training required by law, the following persons shall complete one of the head injury safety training programs approved by the Massachusetts Department of Public Health (DPH) as found on its website: coaches; certified athletic trainers; trainers; volunteers; school and team physicians; school nurses; athletic directors; directors responsible for a school marching band; employees or volunteers; and students who participate in an extracurricular activity and their parents.


Upon the adoption of this policy by the School Committee, the Superintendent shall ensure that DPH receives an affirmation on school district letterhead that the district has developed policies and the School Committee has adopted a final policy in accordance with law. This affirmation shall be updated by September 30, 2013 and every two years thereafter upon review or revision of its policies.

The Superintendent shall maintain or cause to be maintained complete and accurate records of the district's compliance with the requirements of the Concussion Law, and shall maintain the following records for three years or, at a minimum, until the student graduates, unless state or federal law requires a longer retention period:

1. Verifications of completion of annual training and receipt of materials;
2. DPH Pre-participation forms and receipt of materials;
3. DPH Report of Head Injury Forms, or school based equivalents;
4. DPH Medical Clearance and Authorization Forms, or school based equivalents; and
5. Graduated reentry plans for return to full academic and extracurricular athletic activities.

This policy also applies to volunteers who assist with extracurricular athletic activities. Such volunteers shall not be liable for civil damages arising out of any act or omission relating to the requirements of law, unless such volunteer is willfully or intentionally negligent in his act or omission.

Most student athletes who sustain a concussion can fully recover as long as their brain has time to heal before sustaining another hit; however, relying only on an athlete's self-report of symptoms to determine

<sup>1</sup> Extracurricular Athletic Activity means an organized school sponsored athletic activity generally occurring outside of school instructional hours under the direction of a coach, athletic director or marching band leader including, but not limited to, Alpine and Nordic skiing and snowboarding, baseball, basketball, cheerleading, cross country track, fencing, field hockey, football, golf, gymnastics, horseback riding, ice hockey, lacrosse, marching band, rifle, rugby, soccer, skating, softball, squash, swimming and diving, tennis, track (indoor and outdoor), ultimate frisbee, volleyball, water polo, and wrestling. All interscholastic athletics are deemed to be extracurricular athletic activities. 

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ATHLETIC and SCHOOL-RELATED ACTIVITY CONCUSSION POLICY 5712

injury recovery is inadequate as many high school athletes are not aware of the signs and symptoms or the severity concussive injuries pose, or they may feel pressure from coaches, parents, and/or teammates to return to play as quickly as possible. One or more of these factors will likely result in under diagnosing the injury and a premature return to play. Massachusetts General Laws and Department of Public Health regulations make it imperative to accurately assess and treat student athletes when concussions are suspected.

Student athletes who receive concussions may appear to be “fine” on the outside, when in actuality they have a brain injury and are not able to return to play. Incurring a second concussion can prove to be devastating to a student athlete. Research has shown that young concussed athletes who return to play before their brain has healed are highly vulnerable to more prolonged post-concussion syndrome or, in rare cases, a catastrophic neurological injury known as Second Impact Syndrome.

The following protocol and procedures will discuss what a concussion is, the mechanism of injury, signs and symptoms, management and return to play requirements, as well as information on Second Impact Syndrome and past concussion syndrome. Lastly, the protocol will detail the education and procedures required by law for athletes, coaches, parents and other individuals.

The following procedures on managing sports-related concussions shall be reviewed on a yearly basis with all staff. The procedure will also be reviewed on a yearly basis by the athletic department and nursing staff. Any changes in this document must be approved by the school committee and given to athletic staff, including coaches and other school personnel in writing. An accurate synopsis of this policy shall be placed in the student and faculty handbooks.

LEGAL REFS: MGL 111:222; 105 CMR 201.000

Approved March 5, 2012



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### ATHLETIC and SCHOOL-RELATED ACTIVITY CONCUSSION POLICY

5712

## ATHLETIC CONCUSSION REGULATIONS

### **Section I. What is a Concussion?**

A concussion is defined as a transient alteration in brain function without structural damage, but with other potentially serious long-term ramifications. In the event of a concussion, the brain sustains damage at a microscopic level in which cells and cell membranes are torn and stretched. The damage to these cells also disrupts the brain at a chemical level, as well as causing restricted blood flow to the damaged areas of the brain, thereby disrupting brain function. A concussion, therefore, is a disruption in how the brain works; it is not a structural injury. Concussions are difficult to diagnose because the damage cannot be seen. A MRI or CT Scan cannot diagnose a concussion, but they can help rule out a more serious brain injury to a student athlete. Because concussions are difficult to detect, student athletes must obtain medical approval before returning to athletics following a concussion.

### **Section II. Mechanism of Injury:**

A concussion is caused by a bump, blow or jolt to the head or body. Any force that causes the brain to bounce around or twist within the skull can cause a concussion. A bump, blow or jolt to the head or body can be caused by either indirect or direct trauma. The two direct mechanisms of injury are coup type and contrecoup-type. Coup-type injury is when the head is stationary and struck by a moving object such as another player's helmet, a ball, or sport implement, causing brain injury at the location of impact. Contrecoup-type injury occurs when the head is moving and makes contact with an immovable or slowly moving object as a result of deceleration, causing brain injury away from the sight of impact. Indirect forces are transmitted through the spine and jaw or blows to the thorax that whip the head while the neck muscles are relaxed. Understanding the way in which an injury occurred is vital in understanding and having a watchful eye for athletes who may exhibit symptoms of a concussion so these student athletes can receive the appropriate care.

### **Section III. Signs and Symptoms:**

#### **Signs (what you see):**

- Confusion
- Forgets plays
- Unsure about game, score, opponent
- Altered coordination
- Balance problems
- Personality change
- Slow response to questions
- Forgets events prior to injury (retrograde amnesia)
- Forgets events after injury (anterograde amnesia)



- Loss of consciousness (any duration)

**Symptoms (reported by athlete):**

- Headache
- Fatigue
- Nausea or vomiting
- Double vision/ blurry vision
- Sensitivity to light (photophobia)
- Sensitivity to noise (tinnitus)
- Feels sluggish
- Feels foggy
- Problems concentrating
- Problems remembering
- Trouble with sleeping/ excess sleep
- Dizziness
- Sadness
- Seeing stars
- Vacant stare/ glassy eyed
- Nervousness
- Irritability
- Inappropriate emotions

If any of the above signs or symptoms are observed after a suspected blow to the head, jaw, spine or body, they may be indicative of a concussion and the student athlete must be removed from play immediately and not allowed to return until cleared by an appropriate allied health professional.

**Section IV. Management and Referral Guidelines:**

1. When an athlete loses consciousness for any reason, the athletic trainer will start the EAP (Emergency Action Plan) by activating EMS; check ABC's (airway, breathing, circulation); stabilize the cervical spine; and transport the injured athlete to the appropriate hospital via ambulance. If the athletic trainer is not available, the coach should immediately call EMS, check ABCs and not move the athlete until help arrives.
2. Any athlete who is removed from the competition or event and begins to develop signs and symptoms of a worsening brain injury will be transported to the hospital immediately in accordance with the EAP. **Worsening signs and symptoms requiring immediate physician referral include:**
  - A. Amnesia lasting longer than 15 minutes
  - B. Deterioration in neurological function
  - C. Decreasing level of consciousness
  - D. Decrease or irregularity of respiration
  - E. Decrease or irregularity in pulse
  - F. Increase in blood pressure
  - G. Unequal, dilated, or unreactive pupils
  - H. Cranial nerve deficits
  - I. Any signs or symptoms of associated injuries, spine or skull fracture, or bleeding
  - J. Mental-status changes: lethargy, difficulty maintaining arousal, confusion, agitation
  - K. Seizure activity

- L. Vomiting/ worsening headache
  - M. Motor deficits subsequent to initial on-field assessment
  - N. Sensory deficits subsequent to initial on-field assessment
  - O. Balance deficits subsequent to initial on-field assessment
  - P. Cranial nerve deficits subsequent to initial on-field assessment
  - Q. Post-Concussion symptoms worsen
  - R. Athlete is still symptomatic at the end of the game
3. After a student athlete sustains a concussion, the athletic trainer will use the Standardized Assessment for Concussion (SAC) to assess and document the student athlete's concussion. The athletic trainer will also report on the student athlete's signs and symptoms by using the Signs and Symptoms Check-List. On the signs and symptoms checklist, the athletic trainer will also check pulse and blood pressure of each student athlete with a suspected concussion. After the initial evaluation of a concussion, all signs and symptoms will be tracked on the computer using the ImPact Test.
  4. Any athlete who is symptomatic but stable is allowed to go home with his/her parent(s)/guardian(s) following the head injury.
    - A. If the head injury occurs at practice, parent(s)/guardian(s) will immediately be notified and must come and pick up the student athlete and talk to the certified athletic trainer in person. B. If the injury occurs at a game or event the student athlete may go home with the parent/guardian(s) after talking with the certified athletic trainer.
    - C. Parent(s)/guardian(s) will receive important information regarding signs and symptoms of deteriorating brain injury/function prompting immediate referral to a local emergency room as well as return to play requirements. Parent(s)/guardian(s), as well as student athletes, must read and sign the Concussion Information and Gradual Return to Play form and bring it back to the certified athletic trainer before starting with the return to play protocol.

#### **V. Gradual Return to Play Protocol:**

1. Student athletes, with the consent of their parent(s)/guardian(s), will start taking the ImPact Test **(or other approved test identified by the School District)**. The ImPact Test is a tool that helps manage concussions, determine recovery from injury, and is helpful in providing proper communication between coaches, parents and clinicians. The ImPact Test is a neurocognitive test that helps measure student athletes' symptoms, as well as test verbal and visual memory, processing speed and reaction time. It is **mandatory** for all student athletes to take the ImPact Test for a baseline score in accordance with Massachusetts State Law. The law states that all public schools must develop safety protocols on concussions and all public schools must receive information on past concussion history. The ImPact Test appears to be a promising tool in monitoring a student athlete's prior concussions, as well as any future concussions.
2. Each student athlete will complete a baseline test at the beginning of their sport season. **All student athletes and club cheerleading members will undergo ImPact testing.** Student athletes will be re-tested every other year. If a student athlete plays more than one sport during the academic year, their test will remain valid. For example, if a soccer student athlete also plays basketball in the winter, the student athlete will not have to take the ImPact Baseline Test again in the winter. If a student athlete posts scores below the norm, the student athlete will be re tested at another time with either the certified athletic trainer or school nurse. Student athletes

cannot begin practice until a valid baseline score is obtained during their designated time to take the test.

- A. At the beginning of every sport season, student athletes are required to complete a concussion history form and return it to the athletic department. This information will be recorded in the student information system for tracking purposes.
- B. Following any concussion the athletic trainer must notify the athletic director and school nurses.
- C. Following a concussion the student athlete will take a **post-injury test within 24 to 48 hours following the head injury. STUDENT ATHLETES WILL NOT BE ALLOWED TO MOVE ON TO FUNCTIONAL/PHYSICAL TESTING UNTIL THEIR IMPACT TEST IS BACK TO THE BASELINE SCORE AND ASYMPTOMATIC.** After a student athlete takes their first post-injury test, the student athlete will not be re-tested again for **5 days.**
- D. If, after the first post-injury ImPact test, the athlete is not back to his/her baseline the parent/guardian(s) will be notified, and the student athlete will be referred to their healthcare provider and must have the Concussion Information and Gradual Return to Play form signed by a physician, physician assistant, licensed neuropsychologist or nurse practitioner stating when the athlete is allowed to return to play.
- E. Following a post-injury test, the certified athletic trainer will take the Concussion Information and Gradual Return to Play form signed by the parent(s)/guardian(s) and fill in the date of all post-injury tests taken by each student athlete.
- F. The certified athletic trainer will also document the date on which the athlete is asymptomatic and sign the document agreeing that all the above statements are true and accurate.
- G. Once the athlete starts on the exertional post concussion tests, the parent(s)/guardian(s) will be notified and the athlete will be sent home with all signed documents relating to head injury. At this time the parent/guardian(s) must bring the student athlete to a licensed physician, licensed neuropsychologist, licensed physician assistant, nurse practitioner or other appropriately trained or licensed healthcare professional to be medically cleared for participation in the extracurricular activity.
- H. **Student athletes who continue to exhibit concussion symptoms for a week or more must be evaluated by a physician before returning to play.**
- I. Once a student athlete's post-injury test is back at the student athlete's baseline score, the student athlete will go through 5 days of Exertional Post Concussion Tests. The student athlete must be asymptomatic for all functional and physical tests to return to play (RTP). All tests will be administered by a certified athletic trainer.

#### **Exertional Post Concussion Tests:**

- A. **Test 1:** (30% to 40% maximum exertion): Low levels of light physical activity. This will include walking, light stationary bike for about 10 to 15 minutes. Light isometric strengthening (quad sets, UE light hand weights, ham sets, SLR's, resistive band ankle strengthening) and stretching exercises.
- B. **Test 2:** (40% to 60% maximum exertion): Moderate levels of physical activity. Treadmill jogging, stationary bike, or elliptical for 20 to 25 minutes. Light weight strength exercises (resistive band exercises UE and LE, wall squats, lunges, step up/downs. More active and dynamic stretching.
- C. **Test 3:** (60% to 80% maximum exertion). Non-contact sports specific drills. Running, high intensity stationary bike or elliptical 25 to 30 minutes. Completing regular weight training.

Start agility drills (ladder, side shuffle, zig-zags, carioca, box jumps, and hurdles).

**D. Test 4:** (80% maximum exertion). Limited, controlled sports specific practice and drills.

**E. Test 5:** Full contact and return to sport with monitoring of symptoms.

### **Section VI. School Nurse Responsibilities:**

1. Assist in testing all student athletes with baseline and post-injury ImPact testing. 2. Participate and complete the CDC training course on concussions. A certificate of completion will be recorded by the nurse leader yearly.
3. Complete symptom assessment when student athlete enters Health Office (HO) with questionable concussion during school hours. Repeat in 15 minutes.
4. Observe students with a concussion for a minimum of 30 minutes.
5. If symptoms are present, notify parent/guardian(s) and instruct parent/guardian(s) that student must be evaluated by an MD.
  - (a) If symptoms are not present, the student may return to class.
6. If symptoms appear after a negative assessment, MD referral is necessary.
7. Allow students who are in recovery to rest in HO when needed.
8. Develop plan for students regarding pain management.
9. School nurse will notify teachers and guidance counselors of any students or student athletes who have academic restrictions or modifications related to their concussion.
10. Educate parents and teachers about the effects of concussion and returning to school and activity.
11. If injury occurs during the school day, inform administrator and complete accident/incident form.
12. Enter physical exam dates and concussion dates into the student information system.

### **Section VII. School Responsibilities:**

1. Review and, if necessary, revise the concussion policy every 2 years.
2. Once the school is informed of the student's concussion, a contact or "point person" should be identified (e.g. the guidance counselor, athletic director, school nurse, school psychologist or teacher).
3. Point person to work with the student on organizing work assignments, making up work and giving extra time for assignments and tests/quizzes.
4. Assist teachers in following the recovery stage for student.
5. Convene meeting and develop rehabilitative plan.
6. Decrease workload if symptoms appear.
7. Recognize that the student's ability to perform complex math equations may be different from the ability to write a composition depending on the location of the concussion in the brain. 8. Educate staff on the signs and symptoms of concussions and the educational impact concussions may have on students.
9. Include concussion information in student handbooks.
10. Develop a plan to communicate and provide language-appropriate educational materials to parents with limited English proficiency.

### **Section VIII. Athletic Director Responsibilities:**

1. Provide parents, athletes, coaches, and volunteers with educational training and concussion materials yearly.
2. Ensure that all educational training programs are completed and recorded.
3. Ensure that all students meet the physical exam requirements consistent with 105 CMR 200.000

- prior to participation in any extracurricular athletic activity
4. Ensure that all students participating in extracurricular athletic activity have completed and submitted their pre-participation forms, which include health history form, concussion history form, and MIAA form.
  5. Ensure that athletes are prohibited from engaging in any unreasonably dangerous athletic technique that endangers the health or safety of an athlete, including using a helmet or any other sports equipment as a weapon.
  6. Ensure that all head injury forms are completed by parent/guardian(s) or coaches and reviewed by the coach, athletic trainer, school nurse and school physician.
  7. Inform parent/guardian(s) that, if all necessary forms are not completed, their child will not participate in athletic extracurricular activities.

### **Section IX. Parent/Guardian Responsibilities:**

1. Complete and return concussion history form to the athletic department.
2. Inform school if student sustains a concussion outside of school hours. Complete new concussion history form following new injury.
3. If student suffers a concussion outside of school, complete head injury form and return it to the school nurse.
4. Complete a training provided by the school on concussions and return certificate of completion to the athletic department.
5. Watch for changes in your child that may indicate that your child does have a concussion or that your child's concussion may be worsening. Report to a physician:
  - A. Loss of consciousness
  - B. Headache
  - C. Dizziness
  - D. Lethargy
  - E. Difficulty concentrating
  - F. Balance problems
  - G. Answering questions slowly
  - H. Difficulty recalling events
  - I. Repeating questions
  - J. Irritability
  - K. Sadness
  - L. Emotionality
  - M. Nervousness
  - N. Difficulty with sleeping
6. Encourage your child to follow concussion protocol.
7. Enforce restrictions on rest, electronics and screen time.
8. Reinforce recovery plan.
9. Request a contact person from the school with whom you may communicate about your child's progress and academic needs.
10. Observe and monitor your child for any physical or emotional changes.
11. Request to extend make up time for work if necessary.
12. Recognize that your child will be excluded from participation in any extracurricular athletic event if all forms are not completed and on file with the athletic department.

### **Section X. Student and Student Athlete Responsibilities:**

1. Complete Baseline ImPact Test prior to participation in athletics.

2. Return required concussion history form prior to participation in athletics.
3. Participate in all concussion training and education and return certificate of completion to the athletic department prior to participation in athletics.
4. Report all symptoms to athletic trainer and/ or school nurse.
5. Follow recovery plan.
6. **REST.**
7. **NO ATHLETICS.**
8. **BE HONEST!**
9. Keep strict limits on screen time and electronics.
10. Don't carry books or backpacks that are too heavy.
11. Tell your teachers if you are having difficulty with your classwork.
12. See the athletic trainer and/or school nurse for pain management.
13. Return to sports only when cleared by physician and the athletic trainer.
14. Follow Gradual Return to Play Guidelines.
15. Report any symptoms to the athletic trainer and/or school nurse and parent(s)/guardian(s) if any occur after return to play.
16. Return medical clearance form to athletic trainer prior to return to play.
17. Students who do not complete and return all required trainings, testing and forms will not be allowed to participate in sports.

#### **Section XI. Coach & Band Instructor Responsibilities:**

1. Participate in Concussion Education Course offered by the National Federation of State High School Associations (NFHS) on a yearly basis. Complete certificate of completion and return to the athletic department.
2. Ensure all student athletes have completed ImPact baseline testing before participation. 3. Ensure all student athletes have returned concussion history and health history form prior to participation in athletics.
4. Complete a head injury form if their player suffers a head injury and the athletic trainer is not present at the athletic event. This form must be shared with the athletic trainer and school nurse. 5. Ensure all students have completed a concussion educational training and returned their certificate of completion prior to participation in athletics.
6. Remove from play any student athlete who exhibits signs and symptoms of a concussion. 7. Do not allow student athletes to return to play until cleared by a physician and athletic trainer. 8. Follow Gradual Return to Play Guidelines.
9. Refer any student athlete with returned signs and symptoms back to athletic trainer. 10. Any coach, band instructor, or volunteer coach for extracurricular activities shall not encourage or permit a student participating in the activity to engage in any unreasonably dangerous athletic technique that unnecessarily endangers the health of a student athlete, including using a musical instrument, helmet or any other sports equipment as a weapon.

#### **Section XII. Post Concussion Syndrome:**

Post Concussion Syndrome is a poorly understood condition that occurs after a student athlete receives a concussion. Student athletes who receive concussions can have symptoms that last a few days to a few months, and even up to a full year, until their neurocognitive function returns to normal. Therefore, all school personnel must pay attention to and closely observe all student athletes for post concussion syndrome and its symptoms. Student athletes who are still suffering from concussion symptoms are not ready to return to play. The signs and symptoms of post concussion syndrome are:

- Dizziness
- Headache with exertion
- Tinnitus (ringing in the ears)
- Fatigue
- Irritability
- Frustration
- Difficulty in coping with daily stress
- Impaired memory or concentration
- Eating and sleeping disorders
- Behavioral changes
- Alcohol intolerance
- Decreases in academic performance
- Depression
- Visual disturbances

### **Section XIII. Second Impact Syndrome:**

Second impact syndrome is a serious medical emergency and a result of an athlete returning to play and competition too soon following a concussion. Second impact syndrome occurs because of rapid brain swelling and herniation of the brain after a second head injury that occurs before the symptoms of a previous head injury have been resolved. The second impact that a student athlete may receive may only be a minor blow to the head or it may not even involve a hit to the head. A blow to the chest or back may create enough force to snap the athlete's head and send acceleration/deceleration forces to an already compromised brain. The resulting symptoms occur because of a disruption of the brain's blood autoregulatory system which leads to swelling of the brain, increasing intracranial pressure and herniation.

After a second impact a student athlete usually does not become unconscious, but appears to be dazed. The student athlete may remain standing and be able to leave the field under his/her own power. Within fifteen seconds to several minutes, the athlete's condition worsens rapidly, with dilated pupils, loss of eye movement, loss of consciousness leading to coma and respiratory failure. The best way to handle second impact syndrome is to prevent it from occurring altogether. All student athletes who incur a concussion must not return to play until they are asymptomatic and cleared by an appropriate health care professional.

### **Section XIV. Concussion Education:**

It is extremely important to educate coaches, athletes and the community about concussions. On a yearly basis, all coaches must complete the online course called "Concussion In Sports: What You Need to Know". This course is offered by the National Federation of State High School Associations (NFHS). Student athletes also need to understand the importance of reporting a concussion to their coaches, parents, athletic trainer and other school personnel. Every year student athletes and parents will participate in educational training on concussions and complete a certificate of completion. This training may include:

- CDC Heads-Up Video Training, or
- Training provided by the school district

The school district may also offer seminars, speakers, and discussion panels on the topic of concussions. Seminars offer an opportunity for the certified athletic trainer, athletic director and nurse leader to speak about concussions on the field at practices and games and to discuss the protocol and policy that the district has enacted. Providing education within the community will offer the residents and parents of athletes an opportunity to ask questions and voice their concerns on the topic of brain injury and concussions. When it comes to concussions, everyone needs to be aware of the potential dangers and remember that a concussion is a brain injury. Whenever anyone has a doubt about a student athlete with a concussion, **SIT THEM OUT and have them see the appropriate healthcare professional!**



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

HEALTH AND SAFETY 5700

ALTERNATIVE TRANSPORTATION ON SCHOOL GROUNDS 5714  
(Formerly Bicycle Policy, 5208 - renumber to 5714)

If a student rides a bicycle, skateboard, or other alternative form of transportation to school, they ~~he or she~~ should park or store and lock it securely. The school department does not take responsibility for items that are lost or damaged while on school property. For safety reasons, some schools may prohibit ~~riding bicycles to school~~ alternative transportation on school property.

For additional information, please refer to the Student Handbook.

~~First Reading November 2, 2015~~

Reviewed and referred by Policy on 6/22/21

1st reading 7/19/21

2nd reading 8/16/21

3rd reading 9/13/21

<b>STUDENTS AND INSTRUCTION</b>	<b>5000</b>
<u>MISCELLANEOUS ITEMS</u>	5800
ACCIDENT INSURANCE	5801

Each September, student accident insurance is available at a nominal cost to those who want it. In the event of an accident requiring a claim, it is the responsibility of the parent/guardian to send the required form to the insurance company as directed. The school does not assume liability for the injury, nor for the subsequent negotiations with the company.

Approved: 1/ 9/06

Reviewed and referred by Policy 7.13.21

First reading 7/19/21

Second reading 8/16/21

Third reading 9/13/21

STUDENTS AND INSTRUCTION 5000

~~HEALTH AND SAFETY~~

~~5700~~

~~STUDENTS AND INSTRUCTION~~

~~5000~~

MISCELLANEOUS ITEMS 5800

STUDENT PARKING 5803

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

For **additional** ~~pertinent~~ information, **please** refer to the student handbook.

First Reading: November 2, 2015

Second Reading: November 16, 2015

Third Reading : December 7, 2015

Reviewed and referred by Policy 7/13/21

First reading 7/19/21

Second reading 8/16/21

Third reading 9/13/21

STUDENTS AND INSTRUCTION	<b>5000</b>
<u>HEALTH AND SAFETY</u>	5700
<b>STUDENTS AND INSTRUCTION</b>	<b>5000</b>
<u>MISCELLANEOUS ITEMS</u>	5800
FREE AND REDUCED PRICE BREAKFASTS AND LUNCHES	5804

Applications for free and reduced price lunches are distributed during the first week of school to each student and should be filled out by parents or guardians of a legal minor or by the student if he or she has age majority status. They are then returned to and reviewed by the ~~School~~ Food and Nutrition Services Department for approval or rejection based on federal guidelines of financial need. Applications may be obtained in each school's main office any time during the school year.

Approved: 1/ 9/06

Reviewed and referred by Policy 7/13/21

First reading 7/19/21

Second reading 8/16/21

Third reading 9/13/21



STUDENTS AND INSTRUCTION	5000
MISCELLANEOUS ITEMS	5800
USE OF HANDHELD DEVICES	5805

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

First Reading – November 16, 2015

Second Reading – December 7, 2015

~~mobile devices are prohibited during school hours. Cellular phones and other electronic devices may be used on school property before and after regular school hours. ¶~~

~~Parents may contact their children during regular school hours by calling the main office. The building principal will determine the conditions under which messages will be delivered to students. ¶~~

~~For additional information, please refer to the student handbook.~~

Reviewed and referred by Policy 7/13/21

First reading 7/19/21

Second reading 8/16/21

Third reading 9/13/21

**STUDENTS AND INSTRUCTION 5000**

**MISCELLANEOUS ITEMS 5800**

**STUDENT OBSERVATIONS 5806**

Parents are encouraged to participate fully and effectively with school personnel in the development of appropriate educational programs for their children. To that end, the Salem Public Schools has established guidelines regarding parents' observations of their child's program conducted by themselves, their educational advocate, or an evaluator. Working cooperatively is essential to ensure the safety of children and the integrity of the program while under observation.

*Requesting an Observation:* A request for any kind of observation shall be made to the Principal or Team Chairperson minimally 2 days in advance by a parent and 7 days in advance of observations to be conducted by an educational advocate or an evaluator on behalf of the family. Requests for observations to be conducted by an educational advocate or an evaluator on behalf of the family must always be referred to the Team Chairperson. Any evaluator must be credentialed/licensed in the area being evaluated. Parents are asked to submit their observation requests in writing to their Team Chairperson and include the following information:

- Student's name
- Parent's name, telephone and/or email contact information
- Interpretation services (to be provided only by school staff)
- Student's classroom teacher and assigned grade
- Observer's name, and if the observer is someone other than the parent, any relevant affiliation of the observer, along with telephone number and/or email
- Purpose of the observation, including any particular part of the school day the observer wishes to see, and the desired outcome of the observation
- Signed Release of Information giving permission for the district and observer to exchange information, including directly scheduling the observation

The Team Chairperson will immediately notify the school principal, and determine the appropriateness of the specific date requested. Please note:

- Different observation requests may require more planning and observation time than others; the duration and extent of the observation will be determined on an individual basis.
- To limit impact on students being observed the district reserves the right to limit an individual observation to 2 hours, however multiple observations may be scheduled.
- The school system has the authority to determine the number, times, and dates of observations by visitors. This will be done in consultation with staff so as to give adequate notice to the staff of the impending visits.

STUDENTS AND INSTRUCTION	5000
MISCELLANEOUS ITEMS	5800
STUDENT OBSERVATIONS	5806

- At all times school staff will accompany observers/evaluators/parents and advocates during observation. The school reserves the right to select such staff and to schedule the observation in coordination with the availability of said staff.
- The district does not generally schedule observations for certain portions of the year such as during MCAS testing or during the first few weeks of school or the month of June.
- School staff retains the right and obligation to restrict program observation where necessary to protect the safety of a child or the integrity of program.
- For evaluators, the length of the observation shall be a reasonable time to address the purpose of the observation and desired outcome, but shall be limited to 2 hour intervals whenever possible.
- No more than 2 people shall be scheduled to observe a child or program at one time. No children may accompany a parent, advocate, or evaluator. A school staff member shall accompany the observer(s) during the observation.
- Given the ongoing responsibility of teachers or therapists to serve students, they will not be available for conversation during or immediately before/after the observation period.
- Those observing will be seated in an area that will not disrupt instruction.
- Staff members involved in a classroom observation will welcome observers to the class but will not interact with the observers before, during, or immediately after the observation period. Discussion of the observation may take place at a subsequent conference and the Team Chairperson and/or accompanying school staff will be present. This quick debrief shall last no more than 20 minutes unless a Team Meeting is scheduled.
- Those observers shall respect student confidentiality and shall not share any impressions of other students with anyone. Observers will be asked to sign a statement that any personally identifiable or confidential information obtained during the course of an evaluation/observation will remain confidential.



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

**MISCELLANEOUS ITEMS** **5800**

**STUDENT OBSERVATIONS** **5806**

School safety procedures will be adhered to at all times. All visitors must register in the main office upon arriving and sign out when leaving. Any visitor who fails to comply with school rules will be immediately asked to leave school grounds. Principals retain the authority to exercise their discretion at any time to reschedule or terminate an observation in the event of a building emergency or a disruption that impacts the physical or emotional well-being of the children in the school or the program being observed or when necessary to protect:

- the safety of the children in the program during the observation
- the integrity of the program during the observation
- children in the program from disclosure by an observer of confidential or personally identifiable information he/she may obtain while observing

If the parent requests a Team Meeting to review the observation/evaluation, the parent shall provide any written evaluation reports to the district at least 10 days prior to the scheduling of a Team Meeting.

First Reading: September 21, 2015

Second Reading: October 5, 2015

Third Reading: October 19, 2015

**Reviewed and referred by Policy 7/13/21**

**First reading 7/19/21**

**Second reading 8/16/21**

**Third reading 9/13/21**

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

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

**First Reading; November 2, 2015**  
**Second Reading: November 16, 2015**  
**Third Reading: December 7, 2015**

**Reviewed and referred by Policy 7/13/21**  
**First reading 7/19/21**  
**Second reading 8/16/21**  
**Third reading 9/13/21**

<b>SCHOOL COMMITTEE</b>	<b>6000</b>
<u>SCHOOL COMMITTEE POLICY</u>	6200
REVIEW OF POLICIES	6201

In an effort to keep its written policies up to date so that they may be used consistently as a basis for committee action and administrative decision, the committee shall evaluate how the policies have been executed by the school staff and shall weigh the results. It shall rely on the school staff, students, and the community for providing evidence of the effect of the policies that it has adopted. The School Committee, by a majority vote, may amend their policies at any time.

The superintendent is given the continuing commission of calling to the committee's attention all policies that are out of date or for other reason(s) appear to need revision. He/she shall call in all copies of the committee's policy manual according to the set schedule below and arrange for each to be updated, if necessary. Those policies that require annual review are noted on the policy; otherwise, policies will be reviewed according to the following schedule (continuous and rotating):

<b>Year 1</b>	<b>Sections 1000 and 2000</b>
<b>Year 2</b>	<b>Section 3000</b>
<b>Year 3</b>	<b>Section 4000</b>
<b>Year 4</b>	<b>Section 5000</b>
<b>Year 5</b>	<b>Section 6000</b>

**Reviewed: October 2016**

**Reviewed and referred by Policy 7/13/21**

**First reading 7/19/21**

**Second reading 8/16/21**

**Third reading 9/13/21**