

NEWBURYPORT SCHOOL COMMITTEE

NEWBURYPORT, MASSACHUSETTS

School Committee Business Meeting

Monday, November 20, 2023

6:30PM

SC Packet Checklist: SC Business Meeting Agenda November 20, 2023
SC Business Meeting Agenda Notes November 20, 2023
SC Warrant November 20, 2023
SC Business Meeting Minutes November 6, 2023
FY25 Budget Guidelines
Proposed Policy Changes:
 Section I - Instruction

Newburyport Public Schools
Newburyport, MA
School Committee Business Meeting
Monday, November 20, 2023

6:30 PM, Sr./Community Center, 331 High Street, Newburyport, MA 01950

The Mission of the Newburyport Public Schools, the port where tradition and innovation converge, is to ensure each student achieves intellectual and personal excellence and is equipped for life experiences through a system distinguished by students, staff, and community who: - practice kindness and perseverance - celebrate each unique individual - value creativity; experiential, rigorous educational opportunities; scholarly pursuits; and life-long learning - provide the nurturing environments for emotional, social, and physical growth - understand and embrace their role as global citizens.

Please note: The listing of matters are those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law. The meeting will be televised locally live on Comcast Channel 9 & streamed via <https://ncmhub.org/share/channel-9/>.

Business Meeting Agenda:

1. Call to Order

2. Public Comment

3. Student / Staff Recognitions

*** *short recess (2-3 minutes)* ***

4. *Consent Agenda (Warrants and 11/6/2023 minutes) – *possible Vote*

5. FY25 Budget Process

6. MASC / MASS Joint Conference Highlights

7. Subcommittee Updates

a. Finance Subcommittee – Brian Callahan

b. Policy Subcommittee – Juliet Walker

➤ *Proposed changes to Policy Section “I” (Instruction) based on the Policy Subcommittee review with MASC. – 2nd read

c. Fundraising Advisory Committee – Brian Callahan

8. Superintendent’s Report: *School-based Budget Workshops, Director of Pupil Services - Search Update, Nock Recital, Veterans Day Activities, and Thanksgiving Week Activities*

9. New Business

*Possible Vote

Adjournment

***The School Committee reserves the right to call **executive session**, as provided under Chapter 30A, Section 21(a)(2), of the General Laws to discuss strategy sessions in preparation for negotiations, collective bargaining and/or potential litigation.

**Newburyport School Committee
Meeting Agenda Notes**

**Monday, November 20, 2023
6:30PM @ Sr./Community Center, 331 High Street, Newburyport, MA 01950**

AGENDA NOTES

The listing of matters are those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law. The meeting will be televised locally live on Comcast Channel 9 or stream via <https://ncmhub.org/share/channel-9/>.

Business Meeting Agenda:

3. Student / Staff Recognitions:

High school student Matilda (JiJo) Welch-Malkasian (grade 9) will be recognized for her commitment and dedication to the NHS Theater Arts Program.

High School Drama teacher Lisa Zaleski will be recognized for always going above and beyond for the students in her drama and speech classes. Lisa is known to be a team player that gets the job done and works countless untallied hours to motivate and engage students.

*** short recess (2-3 minutes) ***

4. *Consent Agenda (Warrants and 11/6/2023 Minutes) – possible Vote

5. FY25 Budget Process: *Superintendent Sean Gallagher will provide an introduction to the FY25 budget process including the list of assumptions that will be guiding the process. (attached)*

6. MASC / MASS Joint Conference Highlights: *Juliet Walker will provide the highlights of this year's annual conference held in Hyannis, MA from November 8 through November 10th.*

7. Subcommittee Updates

a. Finance Subcommittee – Brian Callahan

b. Policy Subcommittee – Juliet Walker

➤ *Proposed changes to Policy Section I (Instruction) based on the Policy Subcommittee Review with MASC. – 2nd read – possible Vote

c. Fundraising Advisory – Brian Callahan

8. Superintendent's Report: *School-based Budget Workshops, Director of Pupil Services - Search Update, Nock Recital, Veterans Day Activities, and Thanksgiving Week Activities*

9. New Business

FYI: Upcoming Dates:

- ✓ NESDEC Community Survey: closes November 19
- ✓ NHS Fall Play: **The Curious Incident of the Dog in the Night-Time:** Nov. 16-17-18 @ 7PM
- ✓ Nock School Council: Monday, November 20 @ 8AM
- ✓ NHS Dessert Auction: Tuesday, November 21 @ 7PM
- ✓ Early Release Day: Wednesday, November 22
- ✓ Thanksgiving Break - closed: November 23 & 24
- ✓ Fundraising Advisory Committee meeting: Monday, November 27 @ 4:30PM
- ✓ CISL Meeting: Monday, November 27 @ 6:00PM
- ✓ Bresnahan School Council: Tuesday, November 28 @ 8:10AM
- ✓ Superintendent's Advisory Council: Tuesday, November 28 @ 6:30PM
- ✓ Joint City Council / School Committee Meeting: Wednesday, November 29 @ 6:30PM
- ✓ School Committee Business meeting: Monday, December 4 @ 6:30pm
- ✓ Nock Student Led Conferences: Wednesday, December 6 @ 5PM

*Possible Vote

School
Committee
Warrant

WARRANT 8104 FY24

A-Warrant

November 20, 2023

Warrant 8104	\$ 668,021.72
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A-Warrant	\$ 11,792.51
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TOTAL of Warrant	\$ 679,814.23
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NEWBURYPORT SCHOOL COMMITTEE BUSINESS MEETING
Newburyport High School, 241 High Street, Newburyport, MA 01950
Monday, November 6, 2023

Present: Sarah Hall, Juliet Walker, Bruce Menin, Brian Callahan, Steve Cole and Breanna Higgins. Mayor Sean Reardon arrived at 7:17PM

CALL TO ORDER / ROLL CALL / PLEDGE OF ALLEGIANCE:

Vice Chair Sarah Hall called the Business meeting of the Newburyport School Committee to order at 6:32 PM. Roll call found all members present except Mayor Sean Reardon. All those present stood for the Pledge of Allegiance.

PUBLIC COMMENT: none

STUDENT & STAFF RECOGNITIONS:

Griffin Laplante, grade 12, was recognized for being an outstanding friendly & conscientious hard worker in the High School's Main Office, as well as for assisting with the hand delivery of letters regarding the recent school safety training to all abutters of the high school.

High School Science teachers Erin Hobbs (Biology) & Catherine Taggart (Chemistry) were recognized for their leadership, hard work and dedication as the NEASC Accreditation Coordinators over the past 1 1/2 years.

*** short break ***

CONSENT AGENDA:

Warrants:

Motion:

On a motion by Brian Callahan and seconded by Bruce Menin it was

VOTED: to approve, receive and forward to the City Auditor for payment the following Warrant:

Warrant 813	\$444,817.80
A-Warrant	<u>\$ 10,455.58</u>
	\$455,273.38 Total

Motion Passed

Mayor Sean Reardon absent

Minutes:

Motion:

On a motion by Bruce Menin and seconded by Steve Cole it was

VOTED: to accept the minutes of the October 2, 2023 School Committee Business meeting with a correction to page 4 (should read "to approve policy FA – Facilities Development Goals").

Motion Passed

Mayor Sean Reardon absent

Minutes:**Motion:**

On a motion by Bruce Menin and seconded by Brian Callahan it was

VOTED: to accept the minutes of the October 23, 2023 School Committee Business meeting as presented.

Motion Passed

Mayor Sean Reardon absent

Student Report:

Newburyport high school student Theo Roberts provided the student report which included information on a variety of Veterans Day assemblies scheduled throughout the district, food and clothing drives, Bresnahan parent teacher conferences and the upcoming NHS fall play. (attached)

School Safety Training Highlights

- James Antonelli shared highlights of the school safety training and drills conducted at the high school on October 21st with the Newburyport Police and Fire departments and EMT services, as well as participants from Salisbury and Amesbury. Feedback from first responders participating in the drill was very positive. They hope to conduct similar trainings and drills in the future at the Molin/Nock and Bresnahan Schools.
- Mr. Antonelli's presentation also included a review of recent and/or proposed school safety updates to the high school as well as updates related to community / district communications.
- Superintendent Sean Gallagher will provide a brief summary of the Seabrook Power Plant safety protocols at the next meeting.

2023 iReady Presentation

- Assistant Superintendent LisaMarie Ippolito explained that students in grades K-8 take the iReady diagnostics three times per year (September, December and April). iReady was first implemented in the Fall of 2022 as part of the Strategic Plan to have a data collection tool.
- LisaMarie reviewed the iReady Data Report for the beginning of the 23-24 school year, which covered diagnostic data for both English and Math for children in grades K-8.

MASC Resolutions & MASC By-Law Amendment Proposal

- Juliet Walker explained the role of delegates attending the annual November meeting of the Massachusetts Association of School Committees (MASC).
- The Newburyport School Committee reviewed 8 Resolutions that were proposed by MASC member districts and moved forward by the MASC Resolutions Committee for consideration at the annual MASC meeting, as well as reviewed a proposal to amend the MASC by-laws.
- Resolution 7: The committee members decided to split this resolution into four sections, then review, discuss and vote on each separately (identified as 7A, 7B, 7C and 7D).

Motion:

On a motion by Bruce Menin and seconded by Steve Cole it was

VOTED: to adopt Resolution 1 – Full Stable Funding for METCO.

Motion Passed

Motion:

On a motion by Bruce Menin and seconded by Brian Callahan it was

VOTED: to adopt Resolution 2 – Regarding Investigations and Recommendations For Transportation Bidding Procedures.

Motion Passed

Motion:

On a motion by Steve Cole and seconded by Bruce Menin it was

VOTED: to approve Resolution 3 – Regional Transportation.

Motion Passed

Motion:

On a motion by Bruce Menin and seconded by Mayor Reardon it was

VOTED: to approve Resolution 4 – Diversity, Equity and Inclusion with the understanding that the language needs to be amended more broadly and we empower our delegate to make that decision.

Motion Passed

Motion:

On a motion by Bruce Menin and seconded by Mayor Reardon it was

VOTED: to support Resolution 5 – MA School Building Authority.

Motion Passed

Motion:

On a motion by Bruce Menin and seconded by Juliet Walker it was

VOTED: to adopt Resolution 6 – School Bus Stop Arm Surveillance Act and Enforcement and Penalties.

Motion Passed

Motion:

On a motion by Brian Callahan and seconded by Bruce Menin it was

VOTED: to pass Resolution 7 – Related to MCAS, with amendments.

Motion – Withdrew (for the purpose of splitting # 7 into four sections)

Breanna Higgins abstained

Motion:

On a motion by Bruce Menin and seconded by Steve Cole it was

VOTED: to adopt Resolution 7A – Related to MCAS (to develop a wider, more consensus-built strategy for an evaluation system with meaningful input from legitimate stakeholders).

Motion Passed

Breanna Higgins abstained

Motion:

On a motion by Bruce Menin and seconded by Brian Callahan it was

VOTED: to support Resolution 7B – Related to MCAS (to launch a comprehensive evaluation to investigate the extent of biases pertaining to MCAS testing and make these results public).

Motion Passed

Breanna Higgins abstained

Motion:

On a motion by Juliet Walker and seconded by Bruce Menin it was

VOTED: **not to support** Resolution 7C – Related to MCAS (to enact a moratorium on MCAS testing effective immediately).

Motion Passed

Breanna Higgins abstained

Motion:

On a motion by Bruce Menin and seconded by Julie Walker it was

VOTED: to support Resolution 7D – Related to MCAS amended to read *that MASC urges Massachusetts to develop **alternatives** to the high-stakes MCAS tests.*

Motion Passed

Breanna Higgins abstained

Motion:

On a motion by Bruce Menin and seconded by Juliet Walker it was

VOTED: to support Resolution 8 – Safe Storage of Firearms.

Motion Passed

Motion:

On a motion by Juliet Walker and seconded by Bruce Menin it was

VOTED: to support the Proposal to Amend the MASC By-Laws (note: related to expiration of resolutions).

Motion Passed

SUBCOMMITTEE UPDATES:

Finance Subcommittee:

- Brian Callahan stated FINCOM has not met.

Policy Subcommittee:

- Juliet Walker reviewed the summary of suggested revisions for policies presented for a first reading for policy manual Section I (Instruction).
- The next meeting will be held on November 13th.

Fundraising Advisory Committee

- The first meeting was recently held; and consisted of introductions and casual discussion to get to know each representative. The next meeting will be held on November 17th.

SUPERINTENDENT'S REPORT:

- School-based Budget Workshops: Superintendent Gallagher stated the Bresnahan workshop was recently held on November 2nd and attended by several school committee members, staff and a parent. Two more school-based budget workshops will be held this month.
- Superintendent's Advisory Council met on October 24th. Discussions revolved around MCAS data, as well as how to balance MCAS data with the Portrait of a Graduate vision.
- Budget Guidelines: The Superintendent described four budget guidelines and reported that his Administration has begun working on the FY25 budget.
- SBIRT Screening: (Screening, Brief Intervention, Referral to Treatment) will shift to students in grades 8 & 10 instead of students in grades 7 & 9. He explained that SBIRT screening is required by MA Law (M.G.L.c.71s.97). In addition, Newburyport has been selected to imbed a Youth Wellness Coach to administer the screening.
- Special Education Hiring Update: Focus groups related to the Director of Pupil Services hiring process will be held on November 15th. A survey for the entire school community will be open November 9-19th. The results of the focus groups & survey will then be used by NESDEC to create a candidate profile. A screening committee is being created and meetings will begin in early December. The position has been advertised.

NEW BUSINESS:

- Mayor Reardon shared information about Whittier Regional's proposed building project. He explained that 11 participating districts would have to cover the expenses, and as Newburyport's is the 2nd largest district, this could amount to 12%. A vote will take place on January 23, 2024. He will continue to work with other City leaders.
- Sarah Hall is unable to attend the SEPAC meeting; Breanna Higgins will register to attend.

Executive Session:

On a motion by Sarah Hall and seconded by Brian Callahan it was

VOTED: that we move to Executive session for the purpose of discussing possible litigation and legal matters, and not to reconvene in Open Session. (9:15PM)

Motion Passed

Roll Call Vote

Mayor Reardon	yes
Sarah Hall	yes
Brian Callahan	yes
Juliet Walker	yes
Breanna Higgins	yes
Steve Cole	yes
Bruce Menin	yes

City of Newburyport
School Committee Business Meeting
Newburyport High School Library, November 6th, 2023

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Student Representative Report by Theo Roberts

Thank you Mrs. Hall, and good evening everyone. Here are some updates from the district over the past few weeks.

Bresnahan:

Bresnahan students held their annual costume parade on Tuesday, October 31st. I, along with the administration, would like to thank all of the parents and community members who attended to cheer on the students.

Tomorrow, the Bresnahan will host an assembly in observance of the Veterans' Day holiday. Invitations have been sent out to several Veterans in the Newburyport area who are family members of Bresnahan students. The students have made cards for the Veterans and will sing them a few songs.

As with the rest of the schools, the Bresnahan is hosting the first round of parent/teacher conferences this week. These conferences will go along with the iReady Math Classroom Family Night on Thursday, November 9th. This is an event open to all parents and guardians to learn about how their children are being taught math with the iReady system.

Molin:

The Molin School will also have a Veterans Day Ceremony this week. Preceding the assembly, students will take part in reading "The Poppy Lady", a yearly tradition. As a project to go along with this book, students will write down the names of any family Veterans on small red hearts and place them on the courtyard windows. The Veterans Day Assembly on Thursday will teach students about the holiday and what it means.

Also this month, the Molin School is focusing on Community Gratitude Month with several group projects and a school-wide Food & Toiletries Drive. Both grades are responsible for different items on the list, which will be brought to the Pettengill House at the end of the month.

Nock:

Nock students will also meet Veterans and local Active Duty Members. This is a tradition that goes back 8 years. During the assembly, students will be able to ask questions and the veterans will share their experiences with the students. This provides an opportunity for the eighth graders to have a better understanding of the meaning of this holiday.

Work will also continue on the Student-Led Conversation project. Nock students have been focusing on their Academic Data, Extracurricular Activities, and Personal Experiences to format their conversations.

High School:

Finally, we have some news from NHS. Members of the High School's Red Cross Club organized a Veteran's Day Ceremony for tomorrow's half day. The assembly will include words from local Veterans, recognition of staff members in the armed forces, and some sections from the school band. As a part of the school's greater recognition of the holiday, the Red Cross Club has also organized a collection drive for homeless veterans. I'd like to thank Maddie Jackman, Gwennyth Hoffman, AnnieKate Ames, and Ms. Colleen Fallon for coordinating this.

This past Thursday, high school students participated in various activities during their advisory blocks. In grade 9, the IGNITE peer mentors worked with their freshmen to help them reflect on goals they had created in mid-October. A part of their conversation also centered on identifying obstacles as well as strategies to overcome any obstacles. In grade 10, students completed a Career Interest Profiler within their Naviance school account. This activity helps students connect their interests and strengths to different career areas. And in grades 11 and 12, students had the opportunity to select a career speaker to learn more about an area in which they have an interest.

I would additionally like to recognize the following students who are designated "Clippers of the Month" by Principal Wulf. These students are accomplished in embracing learning and improvement within the classroom as well as participating in activities outside of school. This month's recipients are Colby Arel, Owen Cuddire, Natalie DeGraves, Skylar Ikemoto, Emery Lively, Huma Mirzayee, Maximilian Repczynski, Aidan Robinson and Jack Sherman.

Finally, we have some news from the Athletic and Theater departments. The High School's fall play entitled "The Curious Incident of the Dog in the Nighttime" will have its opening night on November 16th. Additional showing times are the 17th and the 18th.

The 5 teams that played this past weekend--Football, Field Hockey, Volleyball, Boys AND Girls Soccer--all won their playoff games. Good luck to girls soccer at their match against Weston tonight! Tomorrow, Volleyball will travel to Wakefield for their next game. On Wednesday Field Hockey will host Dedham and Boys Soccer will travel to Gloucester. During the Friday holiday, the football team will take on Foxboro and on Saturday, Girls and Boys Cross Country will compete in the Division 2 Championships in Wrentham. I wish everyone the best of luck.

That is all from me this evening, I'll now turn things back over to Mrs. Hall. Thank you.

Additional Meeting Notes:

- ❖ School Safety Training



Newburyport Public Schools

FISCAL YEAR 2025

BUDGET ASSUMPTIONS AND GUIDELINES

FY25 PRIORITIES

The NPS budget reflects the NPS vision and strategic plan which address the needs of Newburyport students and schools. The strategic priorities provide direction to administrators and guide staff in developing budget recommendations. The budget addresses four key areas:

Vision: Move the district forward and accomplish the Reimagine Strategies.

Teaching and Learning: Support continuous refinement of curriculum, instruction, and assessment practices.

People (Personnel): Meet the needs of all learners with highly qualified staff, teachers and administrators.

Operations: Ensure the resources, technology infrastructure, and school facilities support learning and meet district goals.

BUDGET ASSUMPTIONS

The budget reflects the assumption that the school district will meet all federal, state, and local mandated programs and requirements. Thus, the budget includes sufficient resources and funding to meet contractual obligations, to implement mandated programs, and to ensure the high school meets accreditation standards.

Contractual Obligations

- ❖ Newburyport Teachers Association
- ❖ Newburyport Instructional Assistants Union
- ❖ AFSCME Union
- ❖ Non-union staff

Federal and State Mandates

- ❖ Special Education: Federal - IDEA & MA General Law 71B & 603 CMR 28.00
- ❖ English Learner (EL) Programs
- ❖ Americans with Disabilities Act (ADA) and Section 504 Accommodations
- ❖ Transportation

BUDGET MANAGEMENT

Agile Management

The needs of a school system change throughout the school year for a variety of reasons, including personnel actions (e.g., unexpected retirements, long-term leaves), enrollment increases, or educational requirements (e.g., special education needs). As a result, the Superintendent has the discretion to adjust resources as needs change. The Superintendent makes these adjustments without School Committee approval as long as he/she is not creating an entirely new position, stays within budgetary limits, and does not need to transfer funds between the salary and expense accounts. (See Policies DB, DBJ and GCA.)

Budget Reporting

The Superintendent provides routine updates on adjustments at School Committee meetings. (See Policy DBJ)

LEVEL SERVICE BUDGET

The budget process typically includes the development of a *Level Service Budget*.

A Level Service Budget reflects the cost of providing the same level of staffing, programs and operations from one fiscal year to the next. For example, what will it cost in FY25 to have the same staffing pattern that we have in FY24? Or what will it cost in FY25 to operate (e.g., utilities, maintenance) all our buildings?

The level service budget drivers include:

- ❖ All program components and staffing included in the FY24 operating budget.
- ❖ Expected costs of FY25 statutory or regulatory mandates and requirements (e.g., Special Education costs).
- ❖ Estimated contractual obligations (e.g., union and nonunion salaries, stipends, overtime).
- ❖ Operations and maintenance costs.
- ❖ Estimated FY25 transportation fees (new contract year).

EXPENDITURE ASSUMPTIONS

Staff and Programs

1. Adds/Changes to Personnel

- Classroom Teacher – The district will budget any new full-time teacher positions at Masters 5 level on the FY25 Salary Scale (\$68,412)
- Instructional Assistant – The district will budget for any new full-time instructional assistants at Step-3 on the assistant's FY25 salary schedule (generalist: \$27,133, specialist: \$30,316).
- Professional staffing patterns address class size policy, enrollment shifts, and legal requirements.

2. Adds/Changes to Programs and Operations

- In-house Programs – investment in expansion of in-house capacity to reduce special education out-of-district costs will continue to be a priority
- Organizational structure – we will assess the organizational structure in each cost center to increase efficiencies
- Expense management – we will continue to look for opportunities to reduce energy consumption and explore less expensive means of purchasing products, services, etc.

3. Legal Mandates and Accreditation

- Mandated programming/staffing/operational expenses for special education, Section 504 and ADA, and English Learners (e.g., out of district tuition–OSD FY25 expected increase in tuition is 4.69%)
- Mandated transportation
- Expenses associated with maintaining NEASC accreditation for the high school

4. Professional Development

- Educator professional development ensures compliance with regulations, provides opportunities for data-driven instruction, and supports the reimagining of teaching and learning across the district
- Operational, grant and foundation funds support a comprehensive professional development plan

5. Technology to ensure compliance with regulations and to promote innovation in teaching and learning

- District hardware to support operations and teaching and learning (e.g., student computers, staff computers, phones, printers, network systems, firewall and cybersecurity)

- District software to support operations and teaching and learning (e.g., student information systems, communications tools, instructional software and apps, accounting and management software)
- The FY25 budget will reflect the need to replace the NHS phone system to allow for 911 compliance

6. Curriculum, Instruction and Assessment

- Curriculum Resources
 - ✦ Funding of existing curriculum resources (e.g., Foundations, MyView, My Perspectives, Envision Math, iReady Math, AP Environmental Science, Elevate)
 - ✦ Investment in new resources (also exploring DESE: OpenSciEd, Investigating History)
 - ✦ Special Education resources (e.g., Orton-Gillingham)
- Assessment Resources (e.g., DIBELS, PearsonQ-Interactive, iReady Diagnostic)

7. General and Instructional Supplies – Each cost center has general and instructional supply lines that will be calculated to reflect the most current needs and costs. Typically we see an increase of 3%.

Transportation

1. **Regular Education Transportation** — The district will be negotiating a new transportation contract for FY25. The FY24 transportation budget is \$1,100,000. The budget will include expected changes in the contract.
2. **Other Transportation Requirements** — Students experiencing homelessness, students in foster care, special education in-district & out-of-district, and special education summer school are required transportation expenses. Estimated based on FY24 actuals of \$900,000.

Contractual Obligations, FY25 Salary Projections

1. **Collective bargaining contracts** (Newburyport Teachers Association, IA Union, AFSCME) — FY25 personnel expenses have been budgeted to include all contractual obligations including step/lane changes, stipends, and overtime.
2. **Nonunion contracts** — An increase will reflect the bargaining unit contracts.
3. **Substitute Teacher Pay** — Substitute Teachers daily rate is \$125/day for the first 20 days and increases to \$150/day on day 21 (for the same teacher). DESE licensed long-term substitute (12 weeks/more), the daily rate is based on Bachelors Step 1.
4. **Substitute Nurse Pay** — Substitute RN's are paid \$200 per diem

Building and Grounds Operational Expenses

1. *Utilities*

- Natural Gas — In consultation with Buildings & Grounds the FY25 natural gas budget for all schools will reflect a 5% increase over FY24.
- Oil/Generator Fuel — In consultation with Buildings & Grounds the FY25 oil/generator fuel budget for all schools will reflect a 5% increase over FY24.
- Electricity — In consultation with Buildings & Grounds the FY25 electricity budget for all schools will reflect a 20% increase over FY24.
- Internet, phones — In consultation with Technology the FY25 budget will reflect a 5% increase over FY25.

2. **Custodial Supplies & Materials** — The budget will use historical data and current trends for costs increases.

Mandated Program Expenses

1. **English Language Learners** – The budget will be based on known students at the time of budget submission. DESE regulations state: “Education is a basic right of all children in the United States, including students who are ELs. Federal civil rights laws, namely, Title VI of the Civil Rights Act of 1964 (Title VI) and the Equal Educational Opportunities Act of 1974 (EEOA), require schools to take appropriate steps to address the language barriers that prevent ELs from meaningfully participating in their education.”
2. **McKinney-Vento Homeless Education Program / Students in Foster Care / Migrant Education/ Military Interstate Children’s Compact** — Districts are required to ensure that students who are homeless, in foster care, migrant or in a military family have stable educational experiences (DESE Educational Stability). The budget will be based on known students at the time of submission.
3. **MA Ed Reform Act** – The budgeted reflects expenses associated with known students needing MCAS support and remediation or Educational Proficiency Plans (EPP-high school only) at the time of budget submittal. (MGL c.71).
4. **DESE Proportionate Share Services for Students with Disabilities** – Districts are required to conduct a variety of activities related to provision of proportionate share special education services for students who are privately enrolled (DESE IDEA Equitable Services). These activities include consultation, child find, evaluation and determination of eligibility, determination of the proportionate share amount, expenditure of the proportionate share, development of services plans, and provision of services either directly or through contracts.

REVENUE ASSUMPTIONS

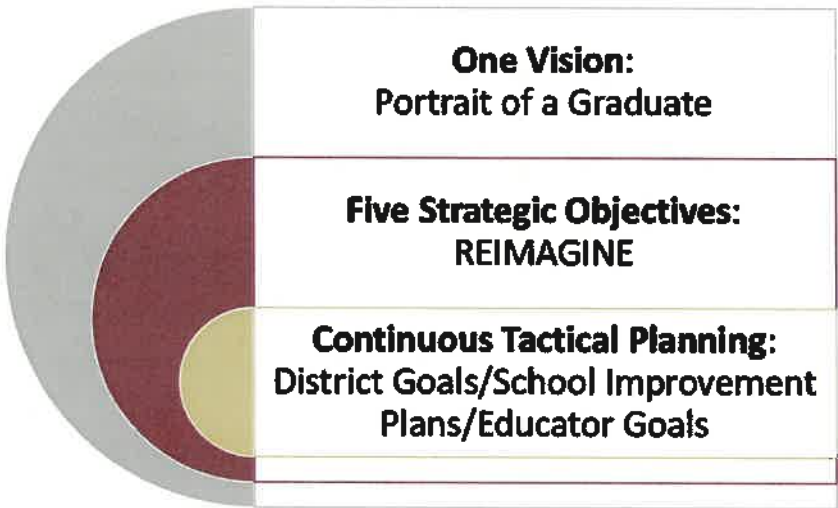
1. **Chapter 70 State Aid** – This state aid comes directly to the City of Newburyport. The funds support all public schools including charter schools. Newburyport's allocation in FY24 is \$5,660,145 (FY23 \$4,681,433).
2. **Medicaid Reimbursement** – Medicaid provides reimbursement to the district for some qualifying services. The money goes directly to the City of Newburyport. FY24 the Medicaid reimbursement is budgeted at \$200,000.
3. **Special Education Circuit Breaker Program** – This state aid program reimburses the district for certain qualifying special education costs. The FY23 reimbursement was \$1,870,163 (including \$271,453 of extraordinary relief) and FY24 \$2,030,401.
4. **School Choice** – The FY24 budget is based on utilizing \$645,000 in School Choice Funds. The FY25 budget amount will maintain a School Choice fund balance of \$500,000 to \$700,000.
5. **User Fees**
 - Athletics – FY24 \$307,000
 - Transportation – FY24 \$180,000
 - Preschool– FY24 \$200,000
 - Building Use – FY24 \$32,000
6. **Entitlement Grants**
 - IDEA (240) – Budgeted FY24 \$500,000
 - Title I – Budgeted FY24 \$200,000. Actual FY24 \$114,000.
 - ESSER Grants – The ESSER grants will be complete at the end of FY24.
7. **Competitive Grants and Foundation Funds**
 - Possible FY25 Grants
 - Swasey Foundation — Private foundation funding restricted to professional development for educators.
 - Newburyport Education Foundation — Funding special programs in the school that are outside of the operational budget. These funds are not reflected in the District budget as they do not support operational programs.
8. **Tuition Based Programs**
 - Early Childhood Tuition — \$200,000
 - Special Education Program Development — students coming from other districts to NPS – (\$65,000)

APPENDIX

1. Strategic Plan Overview
2. Budget Timeline
3. FY24 Budget Links

NPS STRATEGIC PLAN

In an ever-changing world, schools must be responsive and agile. Our Strategic Plan serves as a guide for decision making, goal setting, and operational planning.



PORTRAIT OF A GRADUATE VISION

Newburyport Public Schools’ decisions begin with the end in mind—a vision of the skills, knowledge, and mindsets every student will have upon graduation. The Portrait of a Graduate outlines five goals for every graduate. Guided by this clear vision, NPS will provide every child with experiences and opportunities so they can grow, learn, and leave NPS ready for their future.

physically, socially, emotionally well 	literate across all disciplines 	creative, innovative, collaborative problem solvers 	
<div> <div> Newburyport Public Schools Graduates are... </div> </div>			civically engaged 
			prepared for life after graduation 

FIVE STRATEGIC OBJECTIVES



REIMAGINE...

Teaching and learning

Supports so all students
are ready to learn

A culture of self-
discovery and personal
growth

Organizational design
and operations

An active community
of stakeholders

FY25 BUDGET TIMELINE

TIME	ACTION
September - December 2023	School Council Meetings review School Improvement Plans and discuss budget priorities Community Workshops
November 2023	Development of budget guidelines based on Strategic Plan, goals, and projected revenues
December 2023- January 2024	School Council Meetings with budget stakeholders regarding the School Improvement Plans, strategic goals and needs of schools and departments
February 2024	Budget forum presentation on school and district needs at School Committee meeting Leadership Team deliberations to develop tiered priority list for the district
March 2024	Preliminary Budget Review at School Committee
April 2024	Public Hearing Presentation
April - May 2024	Budget deliberations with School Committee, full budget to School Committee
May 2024	School Committee Budget to City Council

FY24 BUDGET LINKS

- ❖ [NPS FY24 Approved Budget](#)
 - [June 2023 City Council Memo, Follow Up Questions](#)
- ❖ [School Choice Informational Presentation, February 28, 2023](#)
 - [School Choice FAQs](#)

Section I Policy NOTES

IC/ICA – School Year/School Calendar

This is a coding update only.

There is more detail in the Newburyport version than the MASC version. As long as it is current, there is no reason to change. However, care should be taken that if anything changes in the CBA that affects this policy, the policy should be revised as well.

IE – Organization of Instruction

This policy was removed from the MASC reference manual as having been addressed by subsequent regulations and no longer necessary.

IGA/IGD – Curriculum Development and Adoption

The MASC policy was revised to combine IGA and IGD. The Newburyport version of IGD was updated by the School Committee in March 2023 to remove the reference to the Curriculum SubCommittee. The proposed revisions are to match the MASC version.

IGB – Student Services Programs

Wording and cross reference updates.

IHA – Basic Instructional Program

This policy was removed from the MASC reference manual as having been addressed by subsequent regulations and no longer necessary.

IHA1 – Occupational Education

This policy was removed from the MASC reference manual.

IHAMA – Parental Notification Relative to Sex Education

The two versions match except for some slight wording differences and additional legal references in the MASC version.

IHAMB – Teaching About Alcohol, Tobacco and Drugs

The policies match except for additional information about verbal screening in the Newburyport version, which should be included in JICH Alcohol, Tobacco and Drug Use by Students Prohibited (which we will address when we get to Section J).

NEWBURYPORT

IHBA – Programs for Students with Disabilities

Wording change.

IHBD – Compensatory Education (Title I)

The policies match except for a cross reference in the MASC version.

IHBEA – English Learner Education

The Newburyport version is more extensive than the MASC version, recommend replacing.

IHBF – Homebound Instruction

Wording changes to match MASC version.

IHBG-R Home Schooling

This is a Newburyport document only. In general, procedures are not included in the policy manual.

IHBH – Alternative School Programs

The first paragraph of the Newburyport version has been removed from the MASC version, as contributing little to the actual content of the policy.

IJ – Instructional Materials

The MASC version has more guidance on the considerations in the choice of instructional materials. The list of protected classes is longer in the MASC version and matches DESE regulations.

IJ-R – Review of Instructional Materials

Wording revisions to match MASC version.

IJL – Library Materials Selection and Adoption

The versions match except for an additional reference in the MASC version.

IJOA – Field Trips

The versions match except for some wording differences and an additional cross reference in the MASC version.

NEWBURYPORT

IJOB – Community Resource Persons/Speakers

The versions match except for a cross reference in the MASC version.

IJOC – School Volunteers

The versions match except for a cross reference in the MASC version.

IKAB - Student Progress Reports

Wording revisions and coding to match MASC.

IKF – Graduation Requirements

Update coding.

IMA – Teaching Activities/Presentations

This policy was removed from the MASC reference manual as being adequately covered in other places.

IMB – Teaching About Controversial Issues/Controversial Speakers

The policies match except for an additional cross reference in the MASC version.

Newburyport Public School District Policies

Proposed Revisions to

Section I: Instruction

for 2nd Reading on November 20, 2023

EDITED VERSION (with changes tracked)

Insertions shown in BOLD (or as otherwise noted)

Deletions shown in ~~Strikethrough~~

SCHOOL YEAR / CALENDAR

The school calendar for the ensuing year will be prepared by the Superintendent and submitted to the School Committee for approval annually. The number of days or instructional hours scheduled for the school year will be determined in accordance with the following standards set by the Massachusetts Board of Elementary and Secondary Education:

1. Elementary school will operate for a minimum of 180 days. Schools shall ensure that every elementary school student is scheduled to receive a minimum of 900 hours per school year of structured learning time, as defined in regulation. Time which a student spends at school breakfast and lunch, passing between classes, in homeroom, at recess, in non-directed study periods, receiving school services, and participating in optional school programs shall not count toward meeting the minimum structured learning time requirement for that student.
2. Secondary schools will operate for a minimum of 180 days. Schools shall ensure that every secondary school student is scheduled to receive a minimum of 990 hours per school year of structured learning time, as defined in regulation. Time which a student spends at school breakfast and lunch, passing between classes, in homeroom, at recess, in non-directed study periods, and participating in optional school programs shall not count toward meeting the minimum structured learning time requirement for that student.

For the information of staff, students, and parents, the calendar will set forth the days schools will be in session; holidays and vacation periods; in service days; and parent conferences.

Newburyport School Calendars will always follow these guidelines with regards to setting a starting date for school:

- The Friday before Labor Day will always be a no-student day and a non-work day for educators.
- Before the full beginning of the year, time will be set up to allow students in transition years (1, 4, 6, and 9) time in their new buildings to become acclimated before all students arrive.
- New-teacher orientation and otherwise stipended days are not considered “regular faculty days” and can therefore take place outside of this policy.
- In years when Labor Day falls between September 1- 4, school will start after Labor Day,
 - o Regular faculty days will also start after Labor Day unless specifically requested for approval by the Superintendent and applicable labor unions.
 - o All students grades 1-12 will have at least 1 complete school day during this first week of programming.
- In years when Labor Day falls between September 5-7, we will start school during the week before Labor Day.
- Regular faculty days will not start before the Monday before Labor Day.
- All students grades 1-12 will have at least one complete school day during this first week of programming.

LEGAL REFS.: M.G.L. 4:7; 69:1g; 71:1; 71:4A; 71:73; 136:12
603 CMR 27.00

DELETE

File: IE

~~ORGANIZATION OF INSTRUCTION~~

~~The District offers a diversified educational program compatible with the needs of the community and state standards.~~

~~The organizational plan is designed to facilitate the philosophy of educating every student, each to his/her fullest potential.~~

~~The structure will consist of multiple levels (for example, Elementary, Middle and Secondary levels).~~

~~The Elementary level includes schools with kindergarten through grade five. The Middle level consists of schools for grades six, seven and eight. The Secondary level consists of schools with grades nine, ten, eleven, and twelve.~~

~~Services for students with special needs (IEP, 504 plans, etc.) are provided across each grade level in all schools.~~

~~The organization is designed to meet the standards established within the Curriculum Frameworks as required by the Department of Elementary and Secondary Education, Time and Learning regulations, and to serve the needs of all students.~~

~~CROSS REFS: ——— IC/ICA School Year / School Calendar~~

~~LEGAL REFS: ——— 603 CMR 27.00~~

CURRICULUM **DEVELOPMENT AND** ADOPTION

Constant adaptation and development of the curriculum is necessary if the District is to meet the needs of the students in its schools. To be successful, curriculum development must be a collaborative enterprise involving staff and administrators utilizing their professional expertise.

The School Committee will rely on ~~the its~~ professional staff to design and implement instructional programs and courses of study that will forward the educational goals of the school system ~~district and~~ **align to the Department of Elementary and Secondary Education Curriculum Frameworks.**

The Superintendent ~~or designee~~ will have authority to approve new programs and courses of study after they have been thoroughly studied and found to support educational goals.

The School Committee wishes to be informed of all new courses and substantive revisions in curriculum. It will receive reports on changes under consideration. Its acceptance of these reports, including a listing of the high school program of studies, will constitute its adoption of the curriculum for official purposes.

LEGAL REF.: M.G.L. 15:1G; 71:1; 69:1E
603 CMR 26:05

Note: School Committee previously updated this policy in March 2023. Changes noted above would be to existing policy.

SUPPORT SERVICES PROGRAMS

To support the classroom activities and other instructional needs of the District, various educational services as listed shall be provided. The Student Services staff will work in cooperation with building staff and the administration of the District in the coordination and the supervision of the curriculum implementation of the instructional program, and support services programs.

The Director of ~~Student Support~~ **Public Services** in conjunction with the building Principal, shall be responsible for all services for students who are not eligible for special education assistance but may require support services. such as counseling, homebound and hospital teaching, and such other programs as may be assigned.

CROSS REF.: ACE, Nondiscrimination on the Basis of ~~Handicap~~ **Disability**

DELETE

File: HIA

BASIC INSTRUCTIONAL PROGRAM

State law requires that schools:

~~... shall give instruction and training in orthography, reading, writing, the English language and grammar, geography, arithmetic, drawing, music, the history and Constitution of the United States, the duties of citizenship, health education, physical education and good behavior...~~

~~The law further states that American history and civics, including the Constitution of the United States, the Declaration of Independence, the Bill of Rights, local history and government will be taught as required subjects in the public schools.~~

~~Physical education is compulsory for all students, except that no student will be required to take part in physical education exercises if a physician certifies in writing that such exercises would be injurious to the student.~~

The Fundamental Skills

~~The business of the schools is to equip all children with the skills, tools, and attitudes that will lay the basis for learning now and in the future. This means giving highest priority to developing skills in literacy, numeracy, communication, problem solving, creative thinking and collaboration. So that they reach all students, in all neighborhoods, and from all homes.~~

~~The first claim of the community's and School Committee's resources will be made for the realization of these priorities. School dollars, school talent, school time, and whatever innovation in program is required must be concentrated on these top-ranking goals~~

Standards and Curriculum Frameworks

~~The School Committee considers the state DESE standards and Frameworks to be the threshold of our curricula, The Newburyport School District will embrace more rigorous standards where appropriate. The Curriculum Frameworks issued by the DESE will be considered guides for content and sequencing.~~

CROSS REFS: ——— ADF, School District Wellness Program

LEGAL REFS.: ——— M.G.L. 71:1,2,3; 71:13
603-CMR 26:05

DELETE

File: HAI

OCCUPATIONAL EDUCATION

~~The School Committee recognizes that students in pre-kindergarten through grade 12 should:~~

- ~~1. Be afforded the opportunity to be informed about the world of work.~~
- ~~2. Be aware of the many vocations available to them.~~
- ~~3. Develop a respect for the dignity of work.~~
- ~~4. Be allowed the opportunity to develop an understanding regarding the technical, consumer, occupational, recreational and cultural aspects of industry and technology; they should also be afforded the opportunity to develop skills related to these aspects through creative problem solving experiences.~~

~~LEGAL REFS.: — M.G.L. 71:37K; 71:38A through 71:38F; 74:1 et seq.
603 CMR 4.00~~

PARENTAL NOTIFICATION RELATIVE TO SEX EDUCATION

In accordance with law, the School Committee has adopted this policy on the rights of parents and guardians of our students in relation to curriculum that primarily involves human sexual education or human sexuality issues.

At the beginning of each school year, all parents/guardians of students ~~in our schools~~ will be notified in writing of the courses and curriculum ~~we offer~~ that primarily involve human sexual or human sexuality issues. The Superintendent of Schools will determine the administrator(s) responsible for sending the notice(s). Parents/guardians of students who enroll in school after the start of the school year will be given the written notice at the time of enrollment. If planned curricula change during the school year, to the extent practicable, parents/guardians will be notified of this fact in a timely manner before implementation.

Each such notice to parents/guardians will include a brief description of the curriculum covered by this policy, and will inform parents/guardians that they may:

1. Exempt their child from any portion of the curriculum that primarily involves human sexual education or human sexual issues, without penalty to the student, by sending a letter to the school Principal requesting an exemption. Any student who is exempted by request of the parent/guardian under this policy may be given an alternative assignment.
2. Inspect and review program instruction materials for these curricula, which will be made reasonably accessible to parents/guardians and others to the extent practicable. Parents/guardians may arrange with the Principal to review the materials at the school and may also review them at other locations that may be determined by the Superintendent of Schools.

A parent/guardian who is dissatisfied with a decision of the Principal concerning notice, access to instructional materials, or exemption for the student under this policy may send a written request to the Superintendent for review of the issue. The Superintendent or designee will review the issue and give the parent/guardian a timely written decision, preferably within two weeks of the request. A parent/guardian who is dissatisfied with the Superintendent's decision may send a written request to the School Committee for review of the issue. The School Committee will review the issue and give the parent/guardian a timely written decision, preferably within four weeks of the request. A parent/guardian who is still dissatisfied after this process may send a written request to the Commissioner of Education for review of the issue in the dispute.

The Superintendent of Schools will distribute a copy of this policy to each Principal by September 1 of each year.

LEGAL REFS: M.G.L. 71:32A
 603 CMR 5

TEACHING ABOUT ALCOHOL, TOBACCO AND DRUGS

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

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

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

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

~~In addition, students in grades 7 and 9 will be assessed for substance abuse through the use of a verbal screening tool by trained district nursing or counseling staff and will use recommended Department of Public Health tools.~~

- ~~● The district must inform parents about the verbal screenings using multiple modes of communication with a reminder just prior to the screening.~~
- ~~● Students or parents/guardians may opt out of the screenings at any time prior to or during the process in writing.~~
- ~~● Students and parents/guardians must consent in writing on a DPH approved consent form prior to disclosure of any information obtained during the screening. Students and parents should sign a separate release relative to referrals.~~

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

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

LEGAL REFS.: M.G.L. 71:1; 71:96

CROSS REFS: GBEC, Drug Free Workplace Policy
JICH, Drug and Alcohol Use by Students

PROGRAMS FOR STUDENTS WITH DISABILITIES

~~In keeping with the intention of the state of Massachusetts~~ In order to offer educational opportunities to all students that will enable them to lead fulfilling and productive lives, the District shall provide appropriate educational opportunities to all resident students in accordance with the requirements of state and federal statutes.

LEGAL REF.: Rehabilitation Act of 1973, Section 504

COMPENSATORY EDUCATION (TITLE 1)

Title 1 funds shall be used to provide educational services that are in addition to the regular services provided for District students. By adoption of this policy, the School Committee ensures equivalence in the provision of curriculum materials and supplies.

LEGAL REF.: Title 1, Elementary and Secondary Education Act, as amended

CROSS REF.: **DEC, Federal Funds Supplement Not Supplant Policy**

ENGLISH LANGUAGE LEARNERS

~~The Newburyport Public Schools shall provide language instruction programs that are equitable, educationally sound, and researched based. Programming will be provided for English Learners in grades K through 12 in accordance with state and federal regulations and guidance.~~

Identification and Assessment

~~The district shall administer a Home Language Survey to all incoming students to identify the home primary language. Students who have a home language other than English will be assessed to determine if they are English Language Learners in accordance with applicable laws and regulations established by the Massachusetts Department of Elementary and Secondary Education.~~

EL Programming

~~The district will use assessment data to plan and implement educational programming for students at different instructional levels. English Learners will be provided with language instruction by a certified ESL teacher until English proficiency is determined. All core academic teachers who teach English Learners will hold a Sheltered English Immersion (SEI) Teacher Endorsement. All administrators who evaluate the teachers teaching English Learners will hold an SEI Administrator Endorsement.~~

Parent School and Community Involvement

~~The district will include parents or guardians of English Learners in communications and events that pertain to their child's educational experience within the Newburyport Public Schools. Supports will be provided to ensure that English Learners have equal access to all non-academic programs and extracurricular activities.~~

~~To the maximum extent possible, reports cards and other school information will be sent to parents or guardians of English Learners in their preferred language.~~

Reporting

~~The District shall certify to the Massachusetts Dept. of Elementary and Secondary Education each year those students whose dominant language is not English, including specification of the number of non-English languages identified as dominant languages and the number and percent of students who speak each non-English language as their dominant language.~~

~~The District shall provide additional information as required by the Massachusetts Dept. of Elementary and Secondary Education to comply with federal law.~~

~~LEGAL REFS.: M.G.L. 71A; 71A:~~

~~603 CMR 14.07; 603 CMR 7.15(9)(b)~~

ENGLISH LEARNER EDUCATION

The District shall provide suitable research-based language instructional programs for all identified English learners in grades Kindergarten through 12 in accordance with the requirements of state and federal statutes and Massachusetts Department of Elementary and Secondary Education (DESE) regulations and guidance.

The District shall identify students whose dominant language may not be English through

- home language surveys that identify a primary home language is other than English
- observations
- intake assessments
- recommendations of parents/guardians, teachers and other persons.

Identified students shall be assessed annually to determine their level of proficiency in the English language.

The District shall certify to DESE each year those students whose dominant language is not English, including specification of the number of non-English languages identified as dominant languages and the number and percent of students who speak each non-English language as their dominant language.

The District shall provide additional information as required by DESE to comply with federal law.

LEGAL REFS.: Elementary and Secondary Education Act, as amended
 42 U.S.C. 2000d (Title VI of the Civil Rights Act of 1964)
 603 CMR 14.00

HOMEBOUND INSTRUCTION

The schools may furnish homebound instruction to ~~those students who are unable to attend classes for not less than 14 consecutive days in any given school year due to a physical injury, medical situation, or a severe emotional problem~~ **any student who must remain at home or in a hospital on a day or overnight basis, or any combination of both, for medical reasons and for a period of not less than 14 days in any school year.** The instruction is designed to provide maintenance in the basic academic courses so that when a student returns to school he/she will not be at a disadvantage because of the illness or the hospitalization.

To qualify for the program the student needs a written statement from a medical doctor requesting the homebound instruction, **stating the reasons why**, and estimating the time the student will be out of school. ~~The physician's statement must include the medical reasons for the confinement, the medical needs of the student that should be considered in planning the home education and whether the student's health will affect the provision of educational services during this period.~~ This statement needs to be sent to the Director of ~~Student~~ **Pupil** Services.

Homebound instruction is offered in basic elementary subjects and in secondary subjects which do not require laboratories and special equipment, subject in all cases to the availability of qualified teachers. Certified teachers shall be assigned to homebound instruction by the Superintendent or designee.

DELETE

File: HHBG-R

HOME SCHOOLING REQUIREMENTS

1. ~~Requirements for approval of home instruction will include:~~
 - a. ~~The parent or legal guardian must request permission to hold home instruction on an annual basis.~~
 - b. ~~A home instruction application form will be provided to the parents or legal guardian. This form must be completed and returned to the Superintendent before approval may be granted.~~
 - c. ~~The School Committee delegates the approval of home instruction to the Superintendent.~~
2. ~~Children in home instruction may, at the discretion of parents or guardian and with the agreement from the Superintendent, attend the public schools on a part-time basis and within regular school schedule to attend specialized classes (electives) in the public school, but not core content. They may also participate in extracurricular activities.~~
3. ~~Parents or a legal guardian in charge of home instruction should make provision for regular testing or use of other indicators of student progress such as standardized achievement tests. As an alternative to home testing and at the request of those in charge of the home instruction, the School District will make provision for inclusion of home-taught children in the annual achievement test battery, which is usually administered in February or March of each school year. The home instruction summary form must include either a summary of home testing results for each required subject for each child or the results of the achievement test that is administered through the School District.~~
4. ~~Upon completion of the agreed upon home school program, parents/guardians will submit all student assessment data and a letter stating intent for home schooling or in school instruction for the following school year. Educational plans for home instruction for the new school year must be submitted for review and approval no later than August 1.~~
5. ~~The Superintendent will act in a responsible, cooperative manner to ensure that all children in the School District receive competent, adequate instruction. This concern includes children in home education. If the Superintendent determines that a home instruction situation is inadequate, a conference between the parents or legal guardian and the Superintendent will be scheduled to find mutually acceptable ways to correct any deficiency.~~
6. ~~If deficiencies in a home education situation are not corrected or the proper annual application or summary is not completed by the parents or legal guardian, an appropriate referral will be made.~~

ALTERNATIVE SCHOOL PROGRAMS

~~Some children have great difficulty coping with the conventional school program and as a result will drop out of school. Some children require more support and direct supervision than is reasonably available in conventional school settings. And, some children, along with a highly structured academic experience, require a special focus on life skills and an appropriate vocational involvement.~~

The School District will provide alternative education programs where these needs have been identified, where establishment of such programs is feasible, and where the proposed programs fall within the function normally associated with the public school system.

These alternative educational programs will seek to provide an appropriate academic, social, and vocational experience to aid these young people either to reenter the regular school system, move into another educational setting, or prepare them for successful employment.

LEGAL REFS.: M.G.L. 71:37I; 71:37J
 603 CMR 17.00

INSTRUCTIONAL MATERIALS

The School Committee believes that materials appropriate to the needs of the school program must be available to each student and teacher. These will be furnished by the School Committee subject to budgetary constraints.

The task of selecting instructional materials for programs will be delegated to the professional staff of the school **system** district. ~~The district reviews all educational materials for simplistic and demeaning generalizations, lacking intellectual merit, on the basis of race, color, sex, gender identity, religion, national origin and sexual orientation to avoid bias and stereotyping. Appropriate activities, discussions and/or supplementary materials may be used to provide balance and context for any such stereotypes depicted.~~ **Because instructional programs and materials are of great importance, only those that meet the following criteria will be approved by the Committee:**

- 1. They must present balanced views of international, national, and local issues and problems of the past, present and future.**
- 2. They must provide materials that stimulate growth in factual knowledge, literary appreciation, aesthetic and ethical values.**
- 3. They must help students develop abilities in critical reading and thinking.**
- 4. They must help develop and foster an appreciation of cultural diversity and development in the United States and throughout the world.**
- 5. They must provide for all students an effective basic education that does not discriminate on the basis of race, age, color, religion, national origin, sex, gender identity, physical disabilities or sexual orientation.**
- 6. They must allow sufficient flexibility for meeting the special needs of individual students and groups of students.**

LEGAL REFS.: M.G.L. 30B:7; 71:48; 71:49; 71:50
BESE regulations 603 CMR 26.00

CROSS REF.: **KE, Public Complaints**
IGA/IGD, Curriculum Development and Adoption

RECONSIDERATION OF INSTRUCTIONAL RESOURCES

Material that is challenged usually belongs to one of the three basic categories: religion, ideology, or profanity/obscenity. Board policies regarding these areas shall be as follows:

Religion -- Factual, unbiased material on religions has a place in school libraries.

Ideologies -- Libraries should, with no thought toward swaying reader judgment, make available a balanced collection of primary and factual material, on the level of their students on various ideologies or philosophies which exert or have exerted a strong force, either favorably or unfavorably, in government, current events, politics, education and other phases of life.

Profanity/obscenity -- Materials shall be subjected to a test of literary merit and reality in context using the criteria established.

When a problem concerning instructional resources in a school arises, the disposition of the problem will be made in a reasonable period of time using District adopted procedures.

In accordance with the statement of philosophy, no questioned materials shall be removed from the school pending a final decision. Pending the outcome of the request for reconsideration, however, access to questioned materials can be denied to the students of the parents making the complaint, if they so desire.

These challenges of materials will be reviewed by a Review Committee convened by the Superintendent, and the findings will be communicated.

If the decision of the School Committee is that the questioned instructional resource be retained, the District will not convene a Review Committee relative to the same complaint for a period of three years. If ~~within three years~~ a substantially different point of view is advanced, it will be investigated. (The period of three years does not apply in this instance).

If an individual or a group undertakes action to keep material from the shelves by checking it out **or otherwise removing it** and failing to return it, or by taking turns in keeping it checked out so that it is not available for student use, the Superintendent shall request, in writing, the return of the material. If it is not returned within thirty (30) days, a bill for the current replacement cost of the item shall be rendered to the party holding the item.

After the District has adopted new materials or approved certain methods, that decision will not be reconsidered for a period of three years beginning with the end of the school year when the adoption is made.

LIBRARY MATERIALS SELECTION AND ADOPTION

The School Committee endorses the School Library Bill of Rights, as adopted by the American Library Association, which asserts that the responsibility of the school library is to:

1. Provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities, and maturity levels of the students served.
2. Provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards.
3. Provide a background of information that will enable students to make intelligent judgments in their daily lives.
4. Provide materials on opposing sides of controversial issues so that young citizens may develop under guidance the practice of critical reading and thinking.
5. Provide materials representative of the many religious, ethnic, and cultural groups and their contributions to our American heritage.
6. Place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive collection appropriate for the users of the library.

Initial purchase suggestions for library materials may come from all personnel--teachers, coordinators, and administrators. Students will also be encouraged to make suggestions. The librarian will recommend materials to be included in the school library. Final approval and authority for distribution of funds will rest with the building Principal subject to the approval of the Superintendent.

Gifts of library books will be accepted in keeping with the above policy on selection. Complaints about library books will be handled in line with School Committee policy on complaints about instructional materials.

LEGAL REF.: 603 CMR 26:05

CROSS REF.: KEC, Public Complaints about the Curriculum or Instructional Materials

REFERENCE: American Library Association – Library Bill of Rights

FIELD TRIPS

Field trips can bring the school and the community closer together, which can result in real life experiences that enrich the curriculum for students and also bring about better public relations. The School Committee will also encourage field trips as an integral part of the instructional programs in the schools.

The Superintendent will establish regulations to assure that:

1. All students have parental/**guardian** permission for trips.
2. All trips are properly supervised.
3. All safety precautions are observed.
4. All trips contribute substantially to the educational program.
5. All trips allow student access without regard of family ability to pay.

All out-of-state or extended (overnight) trips and excursions, except those required for student participation in tournament competition or contests, must have advance approval of the School Committee. Fundraising activities for such trips will be subject to approval by the appropriate Administrator.

CROSS REF.: JJH, Policy Relating to Field Trips Involving Late Night or Overnight Travel
 JJE, Student Fund-Raising Activities

COMMUNITY RESOURCE PERSONS/ SPEAKERS

Community resources are those individuals or groups who are invited into the schools to present supplementary information and ideas to the classroom course of study. These experiences afford students the opportunity to benefit from a community member's experience and viewpoints. Care should be taken in selecting these speakers so that they are individuals who respect diversity in thinking and varying views and who are not attempting to inappropriately influence points of view.

CROSS REF.: ADDA, **Background Checks** ~~C.O.R.I. Requirements fingerprinting~~

SCHOOL VOLUNTEERS

It is the policy of the School Committee to encourage volunteer efforts in the schools. Parents/guardians, business representatives, senior citizens, and other community volunteers are recognized as important sources of support and expertise to enhance the instructional program and vital communication links with the community. The volunteer program will be coordinated in cooperation with building administrators.

CROSS REF.: ADDA, **Background Checks** ~~C.O.R.I. Requirements fingerprinting~~

STUDENT PROGRESS REPORTS TO PARENTS/GUARDIANS

The School Committee recognizes the school's obligation to give periodic reports of a student's progress and grades. The School Committee further recognizes that these reports are a vital form of communication between the schools and parent/**guardians**. The School Committee also believes that all progress reports must be based upon full information, accurately and honestly reported with the proper maintenance of confidentiality.

A report depicting the student's progress will be issued periodically following an evaluation by the appropriate teacher, teachers, or other professional personnel.

In addition to the periodic reports, parent/**guardians** will be notified when a student's performance warrants attention.

Grading and promotion will be based on improvement, achievement, capability of the student, and the professional judgment of the teacher and Principal.

Major changes in the reporting system shall be preceded by a cooperative study and evaluation by teachers, principals, parent/**guardians**, and the Assistant Superintendent, who will submit the proposal to the School Committee for consideration and approval.

GRADUATION REQUIREMENTS

In order to graduate from Newburyport High School, a student must have earned at least 95 credits and complied with all state accountability requirements. Course requirements are the following:

- Four years of English
- Three years of Mathematics including completion of Algebra II or an Integrated Math equivalent
- Three years of lab-based Science which may include technology/engineering
- Four years of History/Social Science including US History and World History
- Two years of World Language
- Four semesters of Physical Education
- Two semesters of the Arts

Other requirements may be established by the school administration in relation to the particular program, otherwise the additional credits needed for a graduation may be selected from among elective courses. For the total number of credits required please see the high school program of studies or student handbook.

Credit for Foreign Study:

Students who are away for a term or year to participate in a student exchange program or otherwise study abroad may receive credits toward high school graduation when (1) study plans are approved by the school administration in advance; and (2) the institution where the study occurred submits a record of the student's work. In these instances, the Principal and student's guidance counselor will evaluate the work and assign credit for it according to standards prevailing in Newburyport High School.

DELETE

File: IMA

TEACHING ACTIVITIES/PRESENTATIONS

~~It is the desire of the School Committee that the best available strategies for bringing about learning be utilized in the District's schools. The instructional staff shall be expected to keep abreast of new and promising instructional ideas and practices developed in schools throughout the nation and to apply those which have potential for improving the learning program in the District's schools.~~

~~The School Committee and District establish and model climate that is conducive to rational thought, inquiry, creativity, and respect for the dignity of the overall community and individual students. This educational climate will assist students in learning how to think rather than what to think and shall provide students the opportunity to identify, express, and defend their opinions without penalty or fear of reprisal or ridicule.~~

~~Nothing in this policy shall limit a parent/guardian's right to file a complaint to challenge the use of particular teaching activities or presentations.~~

TEACHING ABOUT CONTROVERSIAL ISSUES/CONTROVERSIAL SPEAKERS

An important goal of the schools is to help prepare students for intelligent and conscientious participation as citizens in our democratic society. One step toward meeting this goal is to introduce students to reasoned and dispassionate approaches to the analysis of contemporary social and political issues. To insure that these issues can be examined in an atmosphere as free from emotion and prejudice as the times permit, the School Committee establishes the following guidelines for discussion of controversial issues in the schools.

Teacher-Planned Classroom Discussions

1. Controversial issues selected by teachers for classroom discussion must relate directly to the objectives and content of courses approved by the School Committee for inclusion in the curriculum.
2. The teachers' right to introduce controversial issues in classroom presentations does not include the right of advocacy. Teachers must refrain from using their positions to express partisan points of view.
3. The approach to discussion of these issues in the classroom must be objective and scholarly with minimum emphasis on opinion and maximum emphasis on intelligent analysis.
4. Teachers must ensure that the reasoned arguments of all sides of an issue are given equal presentation and emphasis in classroom discussions.
5. Teachers may invite visitors from outside the schools to give presentations on controversial issues when the visitors offer qualifications and resources not available in the schools. All visitors are to be guided by the standards of language usage that prevail in the classrooms and by the standards of scholarly inquiry set forth above. Whenever possible, teachers who invite visitors to present one side of an issue will also invite visitors to present the other side(s).
6. In all cases teachers must obtain from the appropriate Principal permission to invite visitors for classroom presentations. Permission must be requested at least 48 hours before the scheduled time of presentation.

Student-Initiated Forums on Controversial Issues

Student groups may request permission to conduct forums on controversial issues in the schools. The Principal may grant such requests under the following conditions:

1. Preparation for presentation of a forum will not cause any student or teacher to miss class and will not cause the cancellation of any class.
2. Adequate advance planning must be conducted for each forum. A request to hold a forum must be received by the Principal at least three weeks before the scheduled date of presentation. For each request the Principal will appoint, after consultation with the requesting student group, an adult advisory group consisting of at least two parents and two faculty members.
3. The standards for approach to discussion, style of presentation, and use of visitors as defined above will apply to student-initiated forums.

Requests from Groups or Individuals Outside the Schools

No permission will be granted to non-school groups or individuals to make presentations on controversial issues in the schools during school hours. Requests for after-school or evening use will be processed in accordance with the School Committee's policy on community use of school facilities.

No permission will be granted to outsiders for distribution of literature on controversial issues to students in general or to class groups.

A Principal may grant an outside group or individual permission to post one notice of a public meeting for discussion of issues if the language of that notice conforms to the standards that prevail in the community. The Principal will determine the appropriate bulletin board for such notices.

CROSS REF.: IJOB, Community Resource Persons/Speakers