

# **NEWBURYPORT SCHOOL COMMITTEE**

## **NEWBURYPORT, MASSACHUSETTS**

### **School Committee Business Meeting**

**Tuesday, February 27, 2024**

**6:30PM**

SC Packet Checklist:

- SC Business Meeting Agenda February 27, 2024
- SC Business Meeting Agenda Notes February 27, 2024
- SC Warrant February 27, 2024
- SC Business Meeting Minutes February 5, 2024
- FY25 Level of Service Budget
- Job Descriptions
- Policy GCA – Professional Staff Positions
- Security Upgrade Payment Program:
  - MA General Law Part I, Title II, Chapter 30B Section 12
  - Policy DJA – Purchasing Authority
- FY2025-2029 Capital Improvement Plan
- 2024-2025 NPS School Calendar – 1st draft
- Policy IC/ICA School Year / Calendar
- Proposed Policy Changes:
  - Section J – Students - Analysis
  - Section J – Students - Policies

**Newburyport Public Schools**  
**School Committee Business Meeting**  
**Tuesday, February 27, 2024**

**6:30 PM, High School – Library, 241 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 (Warrant and minutes of 2/5/2024) – *possible Vote*

5. Student Representative Report

6. Newburyport's Whittier School Committee Reps - Check-in

7. FY25 Level of Service Budget Presentation

8. \*Job Description Approval – *possible Vote*

9. \*Security Upgrade Payment Program – *possible Vote*

10. FY2025 - FY2029 Capital Improvement Program (CIP)

11. 2024-2025 NPS School Calendar – 1<sup>st</sup> draft

12. Subcommittee Updates

a. Finance Subcommittee – Brian Callahan

b. Policy Subcommittee – Juliet Walker

- \*Proposed changes to Policy Section "J" – Students, based on the Policy Subcommittee review with MASC. – 2<sup>nd</sup> read – *possible Vote*

c. Fundraising Advisory Committee – Brian Callahan

d. CISL – Juliet Walker

13. 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 Public Schools**  
**School Committee Business Meeting**  
**Tuesday, February 27, 2024**  
**6:30 PM @ High School – Library, 241 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://nemhub.org/share/channel-9/>.

**Business Meeting Agenda:**

**3. Student / Staff recognitions:**

*Grade 3 student, Drew Contrino, will be recognized for showing good sportsmanship and helping to brainstorm solutions to a problem during recess at the Bresnahan.*

*Four Bresnahan staff members will be recognized for their commitment, dedication and amazing teamwork creating a supportive learning environment for their students at the Bresnahan Elementary School: Julie Carroll, Caitlyn Marsh, Cheryl Surprenant, and Katherine Perrin.*

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

**4. \*Consent Agenda (Warrant & minutes of 2/5/2024) – possible Vote**

**5. Student Representative Report: NHS student Theo Roberts will provide the report.**

**6. Newburyport's Whittier School Committee Reps - Check-in**

*Brett Murphy and Donna Holaday, Newburyport's representatives on the Whittier Regional School Committee, will provide an update regarding recent school business.*

**7. FY25 Level of Service Budget Presentation: Superintendent Sean Gallagher and Business Manager Phil Littlehale will provide a LOS budget presentation.**

**8. \*Job Description Approval: Superintendent Sean Gallagher will present a restructuring plan, along with job descriptions to be reviewed and approved by the School Committee (Policy GCA: Professional Staff Positions - attached) – possible Vote**

**9. \*Security Upgrade Payment Program – possible Vote**

*The district recently finalized a plan for a comprehensive security upgrade throughout the district. The company offered the district a 7-year payment plan. As the agreement is longer than 3 years, the Superintendent is seeking the School Committee's approval to move forward (as referenced in MA General Law Part I, Title II, Chapter 30B Section 12, and as indicated in Policy DJA – Purchasing Authority – attached).*

**10. FY2025 - FY2029 Capital Improvement Program (CIP): Facilities Director Steve Bergholm will present the district projects included in the CIP for FY2025 – FY2029. (attached)**

**11. 2024-2025 NPS School Calendar - 1<sup>st</sup> draft**

*First draft of the 2024-2025 school calendar will be reviewed. The calendar was created using guidelines outlined in Policy IC/ICA School Year Calendar. (attached).*

February 27, 2024  
continued

12. Subcommittee Updates

- a. Finance Subcommittee – Brian Callahan
- b. Policy Subcommittee – Juliet Walker
  - \*Proposed changes to Policy Section “J” – Students, based on the Policy Subcommittee review with MASC. – 2nd read - *possible Vote*
- c. Fundraising Advisory Committee – Brian Callahan
- d. CISL – Juliet Walker

13. New Business

**FYI: Upcoming Dates:**

- ✓ **Bresnahan School Council Meeting:** Tuesday, February 27 @ 8:10AM
- ✓ **NHS Music Concert:** Friday, March 1 @ 7PM
- ✓ **School Committee Business Meeting:** Monday, March 4 @ 6:30PM
- ✓ **Peace Prize Awards:** Wednesday, March 6 @ 6:30PM @ City Hall
- ✓ **Cultural Fair:** Wednesday, March 6 @ 6:30PM @ high school
- ✓ **Policy Subcommittee Meeting:** Monday, March 11 @ 7:00PM
- ✓ **CISL Meeting:** Tuesday, March 12 @ 6:00PM
- ✓ **NHS School Council Meeting:** Tuesday, March 12 @ 5PM
- ✓ **School Committee Business Meeting:** Monday, March 18 @ 6:30PM

\*Possible Vote

**School**  
**Committee**  
**Warrant**

**WARRANT 8111**

**A-Warrant**

**February 27, 2024**

<b>Warrant 8111</b>	<b>\$ 603,911.18</b>
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<b>A-Warrant</b>	<b>\$ 11,340.00</b>
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<b>TOTAL of Warrant</b>	<b>\$ 615,251.18</b>
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**NEWBURYPORT SCHOOL COMMITTEE BUSINESS MEETING**  
**Senior/Community Center, 331 High Street, Newburyport, MA 01950**  
**Monday, February 5, 2024**

**Present:** Mayor Sean Reardon, Sarah Hall, Andrew Boger, Brian Callahan, Breanna Higgins, Kathleen Shaw, and Juliet Walker

**CALL TO ORDER / ROLL CALL / PLEDGE OF ALLEGIANCE**

Mayor Sean Reardon called the School Committee Business meeting of the Newburyport School Committee to order at 6:30 PM. Roll call found all members present. All those present stood for the Pledge of Allegiance.

**PUBLIC COMMENTS**

Kristen Farrell – 28 Spofford Street

**STUDENT / STAFF RECOGNITIONS**

Seven members of the high school's Real World Design Challenge team, along with their Technology teacher, were recognized for recently winning the state RWDC competition, and advancing to the National competition to represent Massachusetts! This year's challenge was to design a UAV capable of assisting with wildfire management. Team Members: Bowden Gay, Parker Harding, Ben Healey, Tommy Lynch, Chris Rohland, Cedar Schumacher and Will Tymowski led by Technology Teacher Sarah Leadbeater.

**INTRODUCTION OF NEW DIRECTOR OF PUPIL SERVICES**

- Newly hired Director of Pupil Services Bradley Brooks was introduced by Superintendent Sean Gallagher.

**CONSENT AGENDA**

**Warrants**

**Motion:**

On a motion by Brian Callahan and seconded by Mayor Sean Reardon it was

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

Warrant 8110	\$756,532.52
A-Warrant	<u>\$ 21,046.06</u>
	\$777,578.58 Total

**Motion Passed**

**Minutes**

**Motion:**

On a motion by Mayor Sean Reardon and seconded by Brian Callahan it was

**VOTED:** to accept the minutes of the January 16, 2024 School Committee Business meeting with the following changes: page 3 – Communications section – change to read *“talk about activities related to discussions around the budget”*, and last sentence of vote – change to *“undertaken at the end of the year”*.

**Motion Passed**

**Motion:**

On a motion by Mayor Sean Reardon and seconded by Breanna Higgins it was

**VOTED:** to accept the minutes of the January 25, 2024 School Committee Special Business meeting as presented.

**Motion Passed**

**STUDENT REPORT** none

**FY24 SOI SUBMISSION TO MSBA – ROOF RELACEMENT FOR THE HIGH SCHOOL & NOCK**

Facilities Director Steve Bergholm provided a brief summary of the Massachusetts School Building Authority (MSBA) and the two programs currently offered. Steve explained the qualifications needed to submit a Statement of Interest (SOI) to MSBA, the justification for roof replacement at the Nock Middle School and Newburyport High School, and a review of MSBA's timeline.

**FY24 SOI SUBMISSION – RUPERT A. NOCK MIDDLE SCHOOL**

Sarah Hall read the Statement of Interest.

**Motion:**

On a motion by Sarah Hall and seconded by Mayor Reardon it was

**VOTED:** to approve submitting the FY24 Statement of Interest for the Rupert A. Nock Middle School to the Massachusetts School Building Authority.

**Motion Passed**

**FY24 SOI SUBMISSION – NEWBURYPORT HIGH SCHOOL**

Sarah Hall read the Statement of Interest.

**Motion:**

On a motion by Sarah Hall and seconded by Mayor Reardon it was

**VOTED:** to approve submitting the FY24 Statement of Interest for the Newburyport High School to the Massachusetts School Building Authority.

**Motion Passed**

**TRANSPORTATION BID UPDATE**

- Phil Littlehale reported the Transportation IFP is almost completed, and will be written to include a 5-year contract (3-year bid, with two 1-year extensions). The bid will also include a requirement for real-time monitoring, the ability to increase/decrease buses, and pricing for athletics and field trips. The bid will not be asking for electric buses. Phil anticipates responses to the bid will be back by the first week in March.

- Breanna Higgins inquired if the bid was asking for any wheelchair accessible buses. Phil Littlehale will look into this.
- Juliet Walker suggested the bid should include the use of "routing software".
- Phil Littlehale would like to utilize "GIS" mapping to assist with transportation planning.

## **SUBCOMMITTEE UPDATES**

### **Finance Subcommittee**

- Brian Callahan reported they will meet on February 15, 2024.

### **Policy Subcommittee**

- The last meeting was held in January. Sections K and L will be reviewed at their next meeting. All updated sections to date are posted on the website as an indexed PDF.
- Juliet Walker reviewed changes to policies in Section J: Students.
  - ❖ JICH: Juliet Walker and Superintendent Gallagher will clarify language related to use of breathalyzers (i.e. in Policy JICH and student handbook) for the next meeting.

### **Fundraising Advisory Committee**

- Brian Callahan reported their last meeting was with the NEF. The Building Naming Rights lists were discussed; Carrie O'Donnell will send the lists to each principal for their review. Juliet Walker stated that Policy FF – Naming New Facilities was held back for legal clarification during the Section F policy review, and will be further reviewed at a future Policy Subcommittee meeting.
- The next meeting will be on Monday, February 12<sup>th</sup> with Athletic Director Kyle Hodsdon.

**CISL:** have not met

## **SUPERINTENDENT'S REPORT**

**Chronic Absenteeism Grant:** The district was recently awarded a \$10,000 grant. The Superintendent explained that a plan is being developed on how to best utilize these funds, and he shared various ideas being discussed. Breanna Higgins would like to see any data that shows trends as to what may be causing chronic absenteeism.

**HRC Holocaust Remembrance Day:** Superintendent Gallagher thanked Rabbi Alex Matthews for leading the program. He also spoke of the 8<sup>th</sup> graders book group with the Senior Center that reviewed "*An Orange in Winter: The Beginning of the Holocaust as Seen Through the Eyes of a Child*" written by local author Ms. Margaret McQuillan, as well as original poems performed by Poetry Soup students.

**Classroom Visits:** The Superintendent recently joined various staff members to perform scenes from Romeo and Juliet with 8<sup>th</sup> grade ELA classes as part of Bring Shakespeare to Life. He also visited 4<sup>th</sup> grade classrooms to hear student argument essays "for or against chocolate milk in schools".

**M.A.S.S. Mid-Winter Conference:** The winter conference topic was "Navigating the Educational Landscape: Developing Political Acuman".



## **NEW BUSINESS**

- Newburyport's representatives on the Whittier School Committee will begin attending meetings on a monthly basis to provide updates. Sarah Hall will invite them to attend the 2<sup>nd</sup> meeting of each month.
- Mayor Sean Reardon posted the opening for the Whittier School Committee that will become available when Donna Holaday's term expires at the end of March. Two applications have already been received. Interviews will begin at the March 4<sup>th</sup> meeting.
- On Tuesday, February 6<sup>th</sup>, Mayor Sean Reardon will attend a meeting at Whittier with Superintendent Lynch and the 10 surrounding communities to discuss possible next steps. The Mayor plans to propose creation of a Whittier Task Force to revisit the regional agreement.
- The Whittier School Committee will meet on February 13<sup>th</sup>, which will be their first meeting since the recent vote regarding the proposed building project.
- Mayor Reardon reported three people are interested in being on the Communications committee (Sarah Hall, Andy Boger, and Juliet Walker). They will schedule a meeting and report back.
- Superintendent Sean Gallagher informed the School Committee that school will begin after Labor Day next year, based on the guidelines set in Policy IC/ICA School Year / Calendar. (Note: In 2024 Labor Day falls on Monday, September 2<sup>nd</sup>)

## **ADJOURNMENT**

### **Motion:**

On a motion by Mayor Sean Reardon and seconded by Brian Callahan it was  
**VOTED:** to adjourn the Business meeting of the Newburyport School  
Committee at 8:17 PM.

**Motion Passed**

# Newburyport Public Schools

FISCAL YEAR '25

## LEVEL SERVICE BUDGET PRESENTATION

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### FY25 PRIORITIES

The NPS budget reflects the 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 to 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 (i.e., special education, kindergarten, 2 mile K-6)

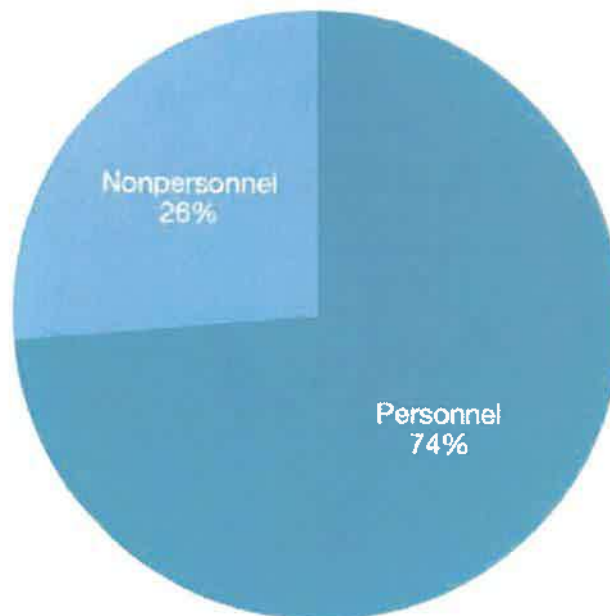
## LEVEL SERVICE BUDGET

### Budget Drivers FY25

A Level Service Budget reflects the cost of providing the same level of staffing, programs and operations from one fiscal year to the next. The level service budget drivers include:

- ❖ Expected expenses for all programs and staffing included in the FY24 operating budget.
- ❖ Expected costs of FY25 statutory or regulatory mandates and requirements (e.g., Special Education, English Learner, Homeless & Foster Care costs).
- ❖ Estimated contractual obligations (e.g., union and nonunion salaries, stipends, and overtime).
- ❖ Operations and maintenance costs for the new year (e.g., utilities, building maintenance).
- ❖ Estimated FY25 transportation costs (e.g., general education and special education transportation costs).

**Chart One: FY24 Budget – Percent of Expenses by Category**



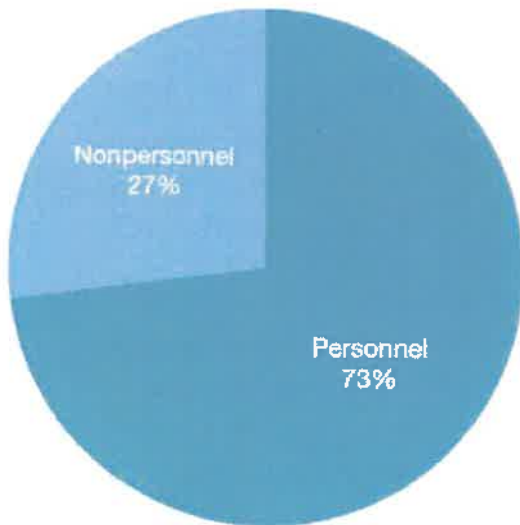
**Table One: FY25 Level Service, Sources of Funds**

Program	FY24	FY25 Budget (estimated)	Dollar Change	Percent Change	Notes
City Appropriation	36,533,619	38,962,708	2,429,089	6.65%	Expected FY25 Chapter 70 Funds: \$5,725,695
Medicaid	200,000	200,000	0	0.00%	
Preschool Tuition	200,000	200,000	0	0.00%	
Other Tuition	-	127,500	127,500	100.00%	Special Education and Exchange students
School Choice Tuition	645,000	600,000	(45,000)	-6.98%	
Athletic Revolving	336,487	373,422	39,935	10.98%	
Building Rental Revolving	32,615	32,615	0	0.00%	
Transportation Revolving	180,000	135,000	(45,000)	-25.00%	FY24 reduced ridership and changed distance for fee from 2 miles to 1.5 miles
Professional Development Grant	140,000	140,000	0	0.00%	Swasey Foundation grant for teacher professional development
IDEA Special Education	500,000	574,916	74,916	14.98%	
Title I Grant	200,000	140,000	(60,000)	-30.00%	changing demographics
Circuit Breaker Reimbursement	2,709,318	3,000,000	290,682	10.73%	
ESSER III	1,050,224	0	(1,050,224)	-100.00%	
<b>Grand Total</b>	<b>42,727,263</b>	<b>44,486,161</b>	<b>1,758,898</b>	<b>4.12%</b>	

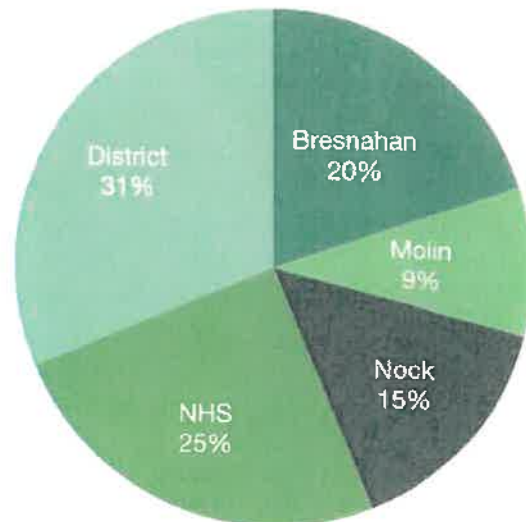
**Table Two: FY25 Level Service, Use of Funds**

<b>By Cost Center</b>				
<b>Location</b>	<b>FY24</b>	<b>FY25</b>	<b>Dollar Change</b>	<b>Percent Change</b>
F.T. Bresnahan Elementary	8,428,564	8,739,683	311,119	3.69%
Edward G. Molin Upper Elementary	3,957,974	4,127,531	169,557	4.28%
R.A. Nock Middle	6,394,360	6,607,513	213,153	3.33%
Newburyport High School	10,609,801	11,071,129	461,328	4.35%
System Wide	13,336,564	13,940,304	603,740	4.53%
<b>Grand Total</b>	<b>42,727,263</b>	<b>44,488,161</b>	<b>1,758,898</b>	<b>4.12%</b>
<b>By Category</b>				
Personnel	31,429,265	32,514,841	1,085,676	3.45%
Nonpersonnel	11,297,998	11,971,220	673,222	5.96%
<b>Grand Total</b>	<b>42,727,263</b>	<b>44,488,161</b>	<b>1,758,898</b>	<b>4.12%</b>

**Chart Two: FY25 Budget — Percent of Expenses by Category**



**Chart Three: FY25 Budget — Percent of Expenses by Cost Center**



## Level Service Budget Assumptions

### FUNDING

1. City Allocation is funded through both Chapter 70 State Funding (FY25 \$5,725,695 increase of \$65,000 from FY24 \$5,660,145) and city funding
2. Medicaid Reimbursement (reimbursement goes directly to the City): no change from FY24 level \$200,000
3. Preschool Revolving: no change from FY24 level \$200,000
4. Other Tuition (tuition collected through special education and exchange programs): increase of \$127,500
5. School Choice Tuition: expected FY25 fund use \$600,000
6. Revolving Accounts
  - (a) Athletics: increase spending by \$36,935 from FY24
  - (b) Building Use: no change from FY24
  - (c) Transportation: decrease spending from FY24 due to lower ridership and a change in the family fees (reduction in the number of miles from 2.0 to 1.5 miles)
7. Professional Development Grant (Swasey Foundation): no change in this generous grant to support teacher professional development \$140,000
8. Entitlement Grants
  - (a) Reduce Title I by \$60,000 due to change in demographics
  - (b) Increase IDEA Special Education by \$74,916
  - (c) Other (Title II, IV, etc): no change
9. Circuit Breaker Reimbursement: increase of \$290,682 (total \$3,000,000)

### EXPENSES

1. **Personnel.** The level service budget reflects contractual obligations for three unions (Newburyport Teachers Association (NTA), Instructional Assistants, AFSCME) and non union employees:
  - (a) *FY25 salaries* includes cost of living increase, step, and column changes
    - i) *Newburyport Teachers Association:* 2% cost of living, longevity pay, step and column changes
    - ii) *Instructional Assistants Union:* 3% cost of living adjustment, step changes
    - iii) *AFSCME Union:* 3% cost of living adjustment, step changes and longevity

- iv) *Non Union Employees*: 3% cost of living increase
  - (b) *Adds to staff to meet Special Education IEP goals*. Addition of 4.7 IAs.
  - (c) *Expected retirements*: estimating 4 retirements
2. **Non Personnel.** The following expected changes are built into expense estimates:
- 2.1. *Special Education, Contracted Services*: \$231,570 increase
  - 2.2. *Facilities Operation and Maintenance of Plant (including utilities)*: \$100,000 increase
  - 2.3. *School Expenses: Supplies, Materials (including consumables)*: no change
  - 2.4. *Transportation (general and special education)*: \$400,000 increase

## BACKGROUND: CHAPTER 70 PROGRAM FUNDING

"The Chapter 70 program is the major program of state aid to public elementary and secondary schools. In addition to providing state aid to support school operations, it establishes minimum spending requirements for each school district and minimum requirements for each municipality's share of school costs." DESE School Finance

### FY25 Funding

The funding Newburyport (or any city/town) receives is based on a formula that identifies:

1. **A foundation budget:** an adequate funding level for our enrollment (# students) and population (demographics: income, special education, EL) (FY25 expected: \$27,495,318)
2. **Target Local Contribution:** using the city's tax base and relative wealth calculations, how much Newburyport is expected to contribute (FY25 expected: \$22,663,663)

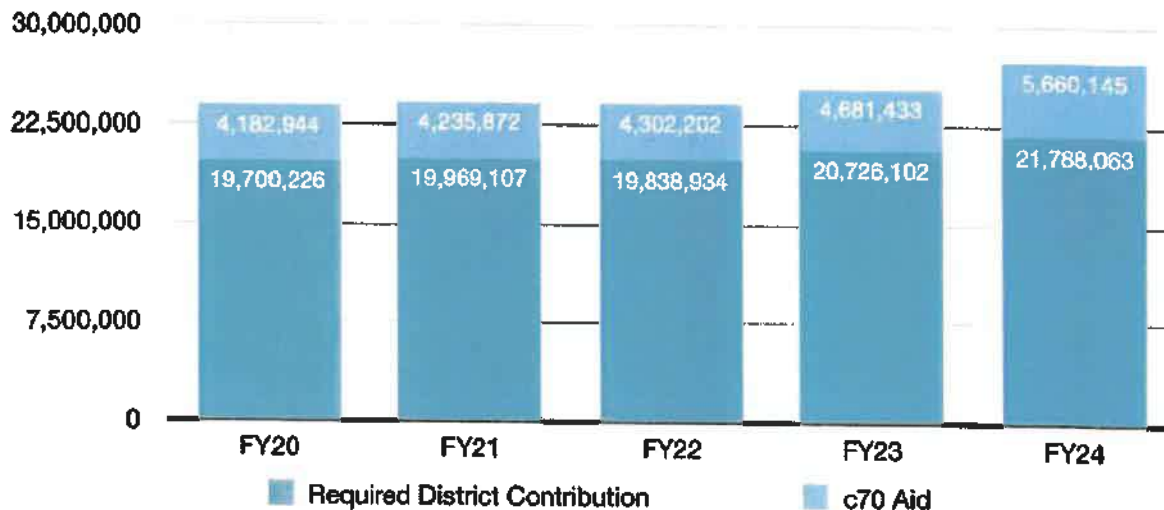
These amounts are then used to calculate **foundation aid** (difference between foundation budget and local contribution). (FY25 expected: \$4,831,655)

The state also sets a **minimum per pupil increase** of \$30/pupil for FY25. (FY25 expected: \$65,550)

Our **overall aid**, is the combination of the foundation aid with the minimum per pupil increase. (\$5,725,695).

**The FY25 expected aid is \$5,725,695** an increase of \$65,5500 from FY24. In FY24 Newburyport received a \$978,712 increase above the FY23 aid. See chart below for trends.

**Chart Four: Newburyport Chapter 70 Program Fund Trends**





## **JOB DESCRIPTIONS**

- 1. Director of Student Services (modified)**
- 2. Special Education Program Supervisor – Social Emotional Learning (new)**
- 3. Special Education Program Supervisor – Academic (new)**
- 4. Director of Human Resources (modified)**
- 5. Assistant Superintendent of Teaching and Learning (new)**
- 6. Financial Analyst (new)**

**Newburyport Public Schools  
Director of Student Services  
Job Description**

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**TITLE:**

**QUALIFICATIONS:**

1. Massachusetts licensure as a Special Education Administrator
2. Masters Degree required
3. Minimum of 5 years of experience as a Director of Pupil Services
4. Strong knowledge of pertinent laws and regulations
5. Strong organizational, problem solving, interpersonal, and communication skills
6. Employment based on successful completion of CORI and fingerprinting background
7. Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

**REPORTS TO:** Superintendent of Schools

**TERMS OF EMPLOYMENT:** Full time, Full Year

**JOB SUMMARY**

The Director of Student Services is a district leadership role. The Director will supervise and coordinate the district's special education programs and all specialized services including ELL, McKinney Vento and foster care services; provide leadership for the staff in the implementation of the philosophy and goals of the school district; and ensure that students of diverse abilities and backgrounds can access educational opportunities by providing specially designed instruction suited to meet their needs.

**PERFORMANCE RESPONSIBILITIES** (include but are not limited to):

1. Coordinate all aspects of special education programming in accordance with State and Federal Laws as well as: a. Section 504 b. EL b.. Supervisor of Attendance c.. Response to Intervention d. McKinney Vento, e. Foster Care
2. Represent the school district in matters relating to mediation, litigation, due process hearings, and/or court ordered placements regarding students in special education
3. Plan and administer the annual budget and provide expenditure control on established budgets for special education
4. Write and manage special education grants
5. Assist parents to develop a Special Education Parent Advisory Council
6. Act as a liaison between the Department of Elementary and Secondary Education, other agencies, organizations, groups and citizens and the district's special education staff and programs
7. Coordinate Medicaid Administrative claiming process and Circuit breaker claiming process

8. Oversee related service programs (OT, PT, SLPs, BCBA's, Instructional Assistants, Guidance Counselors, School Adjustment Counselors and Psychologists)
9. Supervise building-based Team Chairs and Program Supervisors
10. Evaluate Program Supervisors
11. Coordinate the supervision and training of special education instructional assistants
12. Evaluate service delivery centers and all service delivery models for efficacy and efficiency
13. Attend IEP TEAM meetings when there may be a financial or legal liability or if requested or required due to the complexity of the case
14. Manage and provide for the transportation requirements of students in special education
15. Supervise all out-of-district placement decisions and monitor case management of students in outside placements
16. Coordinate the recruitment and hiring of additional and replacement staff with building principals
17. Support development of School Committee policy for special education as needed or required
18. Conduct or plan for professional development to meet the needs of special education and support staff
19. Maintain updated information within special education as required by state and federal regulations
20. Serve as District liaison to CREST Collaborative Special Education Advisory
21. Supervise all Special Education programming and assist in the adjustment of any vision or best practices
22. Meet and complete all DESE/OSEP reporting requirements and facilitate all audits and compliance reviews
23. Interacts as a central office contact and liaison with parents and the community.
24. Performs any other related duties as assigned by the Superintendent

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

## **EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

### **Newburyport School Committee**

**Reviewed:**

\_\_\_\_\_

**Approved:**

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**Newburyport Public Schools**  
**Special Education Program Supervisor- Social Emotional Learning**  
**Job Description**

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**TITLE:** Special Education Program Supervisor-Social Emotional Learning

**QUALIFICATIONS:**

1. Masters Degree in Special Education and/or related services
2. DESE Administrator of Special Education license
3. Five years of experience as a related service provider
4. Experience with special education curriculum and programming. Facilitating and designing services and programs for students
5. Outstanding written and verbal communication skills
6. Well-organized with excellent leadership abilities
7. Exceptional interpersonal and presentation skills
8. Experience facilitating TEAM meetings and committing district resources
9. Employment-based on successful completion of CORI and fingerprinting background
10. Such alternatives to the above qualifications as the school department may find appropriate and acceptable.

**REPORTS TO:** Director of Student Services

**TERMS OF EMPLOYMENT:** Full time, 199 days

**JOB SUMMARY**

The Special Education Program Supervisor-Social Emotional Learning implements and maintains special education programs and SEL services in conformance to district procedures and state and federal laws and regulations. Position works cooperatively as an interdisciplinary team member to provide services and to devise an appropriate advancement plan for referred students and their families. Position manages, monitors and facilitates the work and responsibilities for departmental school psychologists, social workers, Board Certified Behavior Analysts (BCBA) and school adjustment counselors.

**PERFORMANCE RESPONSIBILITIES (include but are not limited to):**

1. Supervises and administers district wide behavior/Social Emotional Learning (SEL) programs, individual behavior/SEL cases( In district and out of district)
2. Chairs eligibility and IEP meetings as assigned by the Director of Student Services
3. Interacts with parents and advocates of students with disabilities for the purpose of defining and implementing services addressing the needs of each qualifying student
4. Interprets state and federal regulations governing special education and ensures compliance.
5. Assists in program development, implementation, and revision as needed for Therapeutic Learning Centers, Bridge for Resilient Youth in Transition (BRYT, and Bridge) programs

6. Visits schools and observes programs on a regular basis to ensure consistency and vertical alignment throughout the district
7. Serves as a resource and advisor to teamchairs, 504 coordinators, school adjustment counselors, principals and teachers regarding assigned special education programs and foster/homeless students
8. Provides supervision to school based special education teachers, SACs, and teamchairs in reflective practice
9. Evaluation of special education staff/related providers
10. Participates in personnel functions (e.g. recruitment, hiring, evaluations, etc.) for the purpose of maintaining adequate staffing, matching staff to student needs and ensuring that objectives of special education programs are achieved while maintaining fiscal responsibility
11. Supports Director of Student Services and interacts as a central office contact and liaison with parents and the community
12. Acts as a member of the school crisis team to provide intervention to students when necessary.
13. Provides oversight, mentoring, consultation, and monitors the fidelity and program goals of district wide social emotional goals.
14. Provides direct support to schools through coordinated site visits, staff consultations, and collecting applicable data
15. Performs any other related duties as assigned by the Director of Student Services

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

## **EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

**Newburyport School Committee**

**Reviewed:**

**Approved:**

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**Newburyport Public Schools  
Special Education Program Supervisor- Academic  
Job Description**

**TITLE:**

**Special Education Program Supervisor-Academic Programs**

**QUALIFICATIONS:**

1. Masters Degree in Special Education and/or related services
2. DESE Administrator of Special Education license
3. Five years of teaching experience
4. Experience with special education curriculum and programming. Facilitating and designing services and programs for students
5. Outstanding written and verbal communication skills
6. Well-organized with excellent leadership abilities
7. Exceptional interpersonal and presentation skills
8. Experience facilitating TEAM meetings and committing district resources
9. Employment based on successful completion of CORI and fingerprinting background
10. Such alternatives to the above qualifications as the school department may find appropriate and acceptable.

**REPORTS TO:**

Director of Student Services

**TERMS OF EMPLOYMENT:**

Full time, 199 days

**JOB SUMMARY**

The Special Education Program Supervisor-Academic Programs implements and maintains special education programs and services in conformance to district procedures and state and federal laws and regulations.

**PERFORMANCE RESPONSIBILITIES (include but are not limited to):**

1. Supervises and administers division wide special education and ELL programs.
2. Chairs eligibility and IEP meetings ( in district and out of district) as assigned by the Student Services Director. Interacts with parents and advocates of students with disabilities for the purpose of defining and implementing services addressing the needs of each qualifying student
3. Interprets state and federal regulations governing special education and ensures compliance.
4. Assists in curriculum development, implementation, and revision.
5. Provides guidance in the selection of instructional materials and equipment for special education academic programs
6. Routinely observe and evaluate classrooms to ensure consistency and district vertical alignment.
7. Serves as a resource and advisor to teamchairs, principals and teachers regarding special education programs
8. Assists teachers in the improvement of instructional practice
9. Supervises school based special education teachers, related service providers, and teamchairs while assisting school administrators with evaluating them

10. Evaluates the effectiveness of instructional methods and programs and recommends revisions and improvements as needed
11. Participates in personnel functions(recruitment, hiring, evaluations) for the purpose of maintaining adequate staffing, matching staff to student needs and ensuring that objectives of special education programs are achieved while maintaining fiscal responsibility
12. Supports Director of Student Services and interacts as a central office contact and liaison with parents and the community
13. Performs any other related duties as assigned by the Student Services Director.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

### **EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

**Newburyport School Committee**

**Reviewed:** \_\_\_\_\_  
**Approved:** \_\_\_\_\_

**Newburyport Public Schools  
Director of Human Resources  
Job Description**

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**TITLE:** Director of Human Resources

- QUALIFICATIONS:**
1. Bachelors Degree/Graduate Certification in Human Resources
  2. A minimum of five years of successful management experience preferred
  3. Experience with supervisory responsibilities preferred
  4. High degree of skill in working with a wide variety of constituents including school district employees, administrators, city officials, staff members, and state agencies including the Department of Elementary and Secondary Education
  5. Outstanding written and verbal communication skills
  6. Well-organized with excellent leadership abilities
  7. Exceptional interpersonal and presentation skills
  8. Ability to work effectively in a union and collective bargaining environment
  9. Employment based on successful completion of CORI and fingerprinting background
  10. Such alternatives to the above qualifications as the school department may find appropriate and acceptable.

**REPORTS TO:** Superintendent of Schools

**TERMS OF EMPLOYMENT:** Full time, full year

**JOB SUMMARY**

The Human Resources Director reports directly to the Superintendent and has the primary responsibility for providing leadership and overall administration and evaluation to ensure optimal service and practices in the areas of recruitment, retention, labor relations, employee discipline and legal compliance in an education setting. The Director of Human Resources is also responsible for interpreting existing policies and procedures; and addressing employee complaints or concerns. The Director of Human Resources must exercise initiative and independent judgment in ensuring proper administration of personnel programs. The Director of Human Resources must also exercise tact and courtesy in frequent contact with employees and representatives of outside agencies and organizations.

**PERFORMANCE RESPONSIBILITIES (include but are not limited to):**

1. Manage and supervise the human resources department.
2. Manage recruitment and onboarding efforts to obtain highly qualified candidates for vacancies and staffing needs.



3. Serve as the district Title IX Coordinator
4. Assist with the district administrative hiring process.
5. Plan, coordinate and record annual mandated training training for all employees
6. Investigate personnel issues and, along with central administration, determine the appropriate course for action
7. Maintain compliance with federal, state law and regulations and ensure contract language is followed
8. Maintain currency in the regulations, statutes, rules and policies affecting the human resource matters, and inform central administration of any updates
9. Maintain confidentiality with all human resource matters
10. Responsible for maintaining and updating all job descriptions
11. Assist with and participate in developing strategy for collective bargaining and individual contract negotiations including confidential salary information and employment policies
12. Assist in the operation of New Teachers Orientation/mentor program
13. Oversee DESE educational licensure verification and record keeping
14. Manage the recordkeeping of all graduate credits as it relates to contractual salary advancement
15. Provide resources and support for employees when necessary.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

## **EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

### **EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

**Newburyport School Committee**

**Reviewed:**

**Approved:**

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**Newburyport Public Schools**  
**Assistant Superintendent of Teaching and Learning**  
**Job Description**

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**TITLE:** Assistant Superintendent of Teaching and Learning

**QUALIFICATIONS:**

1. Master's degree or higher from an accredited college or university with a focus in curriculum and instruction preferred, a background in curriculum/instruction and supervision. Graduate work beyond the Master's degree preferred
2. A valid Massachusetts Superintendent or Assistant Superintendent license or proof of eligibility
3. A combination of at least ten (10) years of successful experience in teaching and/or school leadership
4. Ability to work as a member of a highly functioning team.
5. Outstanding written and verbal communication skills
6. Well-organized with excellent leadership abilities
7. Exceptional interpersonal and presentation skills
8. Working knowledge of relevant technologies: internet and email systems; word processing, presentation, spreadsheet software; and educational software
9. Employment-based on successful completion of CORI and fingerprinting background
10. Such alternatives to the above qualifications as the school department may find appropriate and acceptable.

**REPORTS TO:** Superintendent of Schools

**TERMS OF EMPLOYMENT:** Full time, full year

**JOB SUMMARY**

The Assistant Superintendent is a member of the Superintendent's leadership team, and reports directly to the Superintendent of Schools. Responsible for partnering and co-leading educational efforts with colleagues such as the Director of Special Education, building principals, building-based teams and teacher leaders who will be part of a network of staff who facilitate teaching and learning efforts across the District. The Assistant Superintendent will serve as a resource, guide and strategic planner, helping to capitalize on the diversity of our people, perspectives, and ideas.

**PERFORMANCE RESPONSIBILITIES (include but are not limited to):**

**Curriculum Development**

1. Oversee the design/development, selection, revision and implementation of the District's curriculum, ensuring alignment with state and national standards
2. Oversee the effective and efficient implementation of educational and instructional programs in compliance with local, state, and federal regulations
3. Lead efforts to foster innovative and evidence-based instructional practices and pedagogical strategies.

4. Coordinate and articulate curriculum among and between grades
5. Work with the Teaching and Learning Leadership Team and the School Leadership Team in the evaluation of instructional materials, including textbooks, programs, digital resources, library/media acquisitions and other instructional materials and resources
6. Support the implementation of the district's mission, vision, values and goals as it pertains to Portrait of a Graduate
7. Provide leadership in developing plans for instructional research such as pilot studies, new courses of study, etc

#### **Technology and Communication**

1. Supervises district curriculum team and technology integrators to work with Principals and building administration to oversee implementation and evaluation of instructional technology.
2. Provides leadership and supervision to the district operational technology team.
3. Communicates to professional staff, parents, and the community at large the goals and objectives of the schools. Oversees operational technology as it applies to communications.
4. Works directly with the Superintendent to develop, evaluate and implement the NPS strategic plan.
5. Provide and maintain up to date website information about the District's curriculum, instruction, and assessments, and the ways in which families and caregivers can engage in the learning process

#### **Professional Learning/Data Analysis**

1. Promote a culture of continuous learning and growth among educators and support staff
2. Maintain current knowledge of educational trends, innovations, and practices and local, state, and federal programs, laws, regulations, and legislation related to curriculum, instruction, and assessment
3. Coordinate and manage the District's Assessment System, including universal screeners, early literacy assessment, formative and summative assessments, and MCAS
4. Collaborate with district leaders to establish assessment strategies and data collection methods to evaluate student performance and program effectiveness
5. Utilize assessment data to inform instructional decision-making and improve educational outcomes.

#### **Stakeholder Engagement**

1. Foster positive relationships with parents, students, and the broader community to promote a shared vision for education
2. Collaborate with parents and community organizations to strengthen educational partnerships

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

#### **Equal Opportunity/Affirmative Action Employer**

**Newburyport School Committee**

**Reviewed:**

**Approved:**

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**Newburyport Public Schools**  
**Financial Analyst**  
**Job Description**

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**TITLE:**

**Financial Analyst**

**QUALIFICATIONS:**

1. Bachelor's degree required, preferably in Accounting, Finance or Business Administration or equivalent. Masters Degree preferred.
2. Five (5) years of school or municipal experience; or any equivalent combination of education and experience
3. Three (3) to five (5) years of related finance administration
4. Project management and organizational skills
5. Strong analytical aptitude and attention to details
6. Outstanding written and verbal communication skills
7. Well-organized with excellent interpersonal skills
8. Strong customer service orientation
9. Assist with and participate in developing strategy for collective bargaining and individual contract negotiations including confidential salary information and employment policies.
10. Assist with and participate in collective bargaining and other employee contract negotiations.
11. Working knowledge of relevant technologies: internet and email systems; word processing, presentation, and spreadsheet software; and educational software
12. Employment based on successful completion of CORI and fingerprinting background
13. Such alternatives to the above qualifications as the school department may find appropriate and acceptable

**REPORTS TO:**

**Business Manager/Director of Human Resources**

**TERMS OF EMPLOYMENT:**

**full year**

**JOB SUMMARY**

The Finance Analyst for the Newburyport School Department has responsibility for supporting the Business Manager with administering and supervising the business affairs of the district; the development, production and implementation of the school department budget as it relates to district salaries; payroll, expense administration, financial reporting.

**PERFORMANCE RESPONSIBILITIES (include but are not limited to):**

1. Develop and implement the District's payroll system and procedures; provides timely and accurate financial information and ensures the integrity of the financial data by instituting proper internal controls.
2. Provide input in regard to the development and implementation of school finance policies and procedures

3. Compile and update Professional Salaries and pertinent information for Munis/Allovue software.
4. Enter and maintain accurate financial data and run reports from personnel and financial databases
5. With a focus on building organizational capacity, provide assistance, guidance and training to school principals, other administrators, and clerical staff in managing their payroll and attendance
6. Salary calculations for new hires, FMLA prorations, job changes etc
7. Enter and maintain information in Harper Payroll System and Aspen including salary, budgeting account information, deductions position codes and other essentials.
8. Participate in contractual negotiations regarding confidential salary information
9. Provide analysis of departmental, program, and grant budgets to provide Finance leadership and administrators with financial modeling, trend analysis, forecasting, and projections for budget development and management
10. Collaborate with key internal partners including the City of Newburyport and its departments, and Central office administration to maintain accurate payroll and insurance monthly reconciliations.
11. Coordinate and manage special projects, as assigned by the Business Manager/Director of Human Resources; perform other duties as assigned

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

#### **EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

**Newburyport School Committee**

**Reviewed:**

**Approved:**

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## GCA: PROFESSIONAL STAFF POSITIONS

All professional staff positions in the school system will be created initially by the School Committee. It is the School Committee's intent to activate a sufficient number of positions to accomplish the school system's goals and objectives and to provide for the equitable staffing of each school building. Although such positions may remain temporarily unfilled, only the School Committee may abolish a position it has created.

Each time a new position is established by the School Committee, or an existing position is modified, the Superintendent will present for the School Committee's approval a job description for the position, which specifies the jobholder's qualifications and the job's performance responsibilities. The Superintendent will maintain a comprehensive set of job descriptions for all positions.

**Adopted: December 18, 2017**

**Revised: October 2, 2023**

<b>Part I</b>	<b>ADMINISTRATION OF THE GOVERNMENT</b>
<b>Title III</b>	<b>LAWS RELATING TO STATE OFFICERS</b>
<b>Chapter 30B</b>	<b>UNIFORM PROCUREMENT ACT</b>
<b>Section 12</b>	<b>TERM OF CONTRACT; INFORMATION TO BE INCLUDED IN SOLICITATION; CANCELLATION OF CONTRACT</b>

Section 12. (a) Unless otherwise provided by law and subject to paragraph (b), a governmental body may enter into a contract for any period of time which serves the best interests of the governmental body; provided, however, that the procurement officer shall include in the solicitation the term of the contract and conditions of renewal, extension or purchase, if any. The procurement officer shall not enter into a contract unless funds are available for the first fiscal year at the time of contracting. Payment and performance obligations for succeeding fiscal years shall depend on the availability and appropriation of funds.

(b) Unless authorized by majority vote, a procurement officer shall not award a contract for a term exceeding three years, including any renewal, extension, or option. Such authorization may apply to a single contract or to any number or types of contracts, and may specify a uniform limit or different limits on the duration of any such contracts.

(c) The invitation for bids, request for proposals, or other solicitation of any contract for a term exceeding one year, including a renewal, extension or option, shall state, in addition to the other information required by this chapter:

(1) the amount of supplies or services required for the proposed contract period, and whether such amount is the actual amount required or an estimate;

(2) that the bidder or offeror shall give a unit price for each supply or service, and that the unit price shall remain the same throughout the contract, except to the extent that the solicitation and resulting contract provides for price adjustments;

(3) that the procurement officer shall cancel the contract if funds are not appropriated or otherwise made available to support continuation of performance in any fiscal year succeeding the first year;

(4) whether the bidder or offeror shall submit prices for:

(i) the first fiscal year only;

(ii) the entire time of performance only; or

(iii) both the first fiscal year and the entire time of performance; and

(5) how the award will be determined, including, if the contractor submits prices for the first fiscal year and the entire time of performance, how the prices will be compared.

When a contract is to contain an option for renewal, extension, or purchase, the solicitation shall include notice of the provision. The governmental body shall retain sole discretion in exercising the option, and no exercise of an option shall be subject to agreement or acceptance by the contractor.



(d) When funds are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal year, the procurement officer shall cancel the contract.

(e) The governmental body shall not exercise an option for renewal, extension or purchase unless the procurement officer, after reasonable investigation of costs and benefits, has determined in writing that the exercise of the option is more advantageous than alternate means of procuring comparable supplies or services.

(f) Notwithstanding the provisions of paragraphs (a), (b), clause (3) of paragraph (c) and paragraph (d) and further notwithstanding any contrary provision of any law or the provisions of any charter, a city or town may, in a contract for the disposal of its garbage, refuse, and offal or treatment or disposal of sewage, septage or sludge, agree that said city or town shall not be exempt from liability on such contract; provided, however, that such disposal shall be in a sanitary manner approved by the department of environmental protection; provided further, that the contract, including any renewal, extension, or option, shall be for a period not exceeding twenty years; and provided, further, that such contract has been authorized by majority vote.

## DJA: PURCHASING AUTHORITY

Authority for the purchase of materials, equipment, supplies, and services is extended to the Superintendent through cost-center appropriation as part of the District budget process.

The purchase of items and services within the cost-center appropriation requires no further Committee approval except when by law or by Committee policy.

LEGAL REFS.: M.G.L. 30B

CROSS REF.: DJE, Bidding Requirements

Adopted: February 6, 2017

Revised: October 2, 2023

FY2025-FY2029 CAPITAL IMPROVEMENT PROGRAM

**CAPITAL PROJECT DETAIL SHEET**

**School Security Upgrades**

Department:	Schools
Category:	Facilities Renovation/Repair
Request Type (New/Prior Year):	New
Priority:	Enhancement
Project Cost:	\$637,987
Estimated Useful Life:	10 Years



**Description and Justification:**

The schools are undertaking a comprehensive district-wide security system upgrade that will include all security related systems at all three buildings. This will put all of these systems on the Verkada platform so that they will all work seamlessly with one another. To date all security cameras and the video intercom system have been updated at the high school. Additionally, about 20% of the cameras in the Nock-Molin building have been upgraded. The remainder of the project will replace the rest of the cameras at Nock-Molin and all at Bresnahan. All video intercom, access control, visitor management and burglar alarm systems will also be upgraded. Work is expected to be completed by May 2024. All equipment will have a 10-year warranty, 10 year licensing and automatic software and firmware upgrades. This project is being funded by a 7-year lease with a downpayment of \$153,597 (grant funds) and annual payments of \$96,878 (operating budget).

Estimated Project Costs by Fiscal Year	
FY2025	\$250,475
FY2026	\$96,878
FY2027	\$96,878
FY2028	\$96,878
FY2029	\$96,878
<b>Total Five-Year Cost</b>	<b>\$637,987</b>

<b>Operating Budget Impact*:</b>	\$0
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\*Increase = Additional Cost, Decrease = Savings

Anticipated Funding Source(s)	
	General Fund (Debt)
	General Fund (Pay As You Go)
	Enterprise Fund (Debt)
	Enterprise Fund (Pay As You Go)
X	State/Federal Grant
	CPA Grant
	Trust Fund/Local Grant
X	Other:

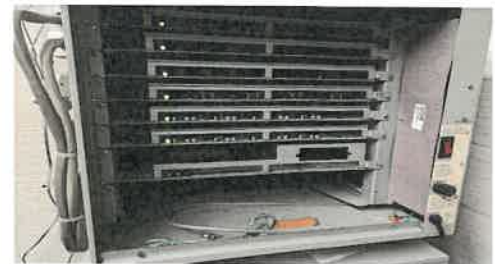
[Security Upgrade Summary](#)

FY2025-FY2029 CAPITAL IMPROVEMENT PROGRAM

**CAPITAL PROJECT DETAIL SHEET**

**NHS Telephone System Replacement**

<b>Department:</b>	Schools
<b>Category:</b>	Infrastructure
<b>Request Type (New/Prior Year):</b>	New
<b>Priority:</b>	Urgent/Legally Required
<b>Project Cost:</b>	\$100,000
<b>Estimated Useful Life:</b>	20 Years



**Description and Justification:**

The high school phone system is a late 90s era analog phone system purchased in 2000 for use in the renovated high school. The system is almost entirely original, except for the voicemail portion, which was upgraded in 2010. Due to the analog nature of this system it is not possible or practical to do a partial upgrade of this system. A replacement entails new wiring, networking, VoIP phones, and a system to operate them. It is becoming increasingly difficult to find spare parts for this system, and in addition, most phone providers are starting to disable analog phone service entirely, as of August 2022 the FCC no longer requires providers to maintain analog phone service as an option, if the system is not replaced soon it may become impossible to operate it at all. Lastly, the system is antiquated enough that it is not possible to bring it into e911 compliance, (Ray Baums act and Kari's Law). These laws state that all phones must report a distinct dispatchable location more accurately than a simple address (floor, room number etc), as well as have the capability for a 911 operator to direct ring back the phone of origination of the 911 call. It is not possible for the 23-year-old system at NHS to meet these requirements.

Estimated Project Costs by Fiscal Year	
FY2025	\$100,000
FY2026	\$0
FY2027	\$0
FY2028	\$0
FY2029	\$0
<b>Total Five-Year Cost</b>	<b>\$100,000</b>

<b>Operating Budget Impact*:</b>	\$0
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\*Increase = Additional Cost, Decrease = Savings

Anticipated Funding Source(s)	
X	General Fund (Debt)
	General Fund (Pay As You Go)
	Enterprise Fund (Debt)
	Enterprise Fund (Pay As You Go)
	State/Federal Grant
	CPA Grant
	Trust Fund/Local Grant
	Other:

FY2025-FY2029 CAPITAL IMPROVEMENT PROGRAM

CAPITAL PROJECT DETAIL SHEET

**NHS-Roof Replacement**

Department:	Schools
Category:	Facilities Renovation/Repair
Request Type (New/Prior Year):	Prior Year
Priority:	Maintain Service
Project Cost:	\$3,920,172
Estimated Useful Life:	25 Years



**Description and Justification:**

The roof on Building A at the high school is now over 28 years old. Leaks have been experienced in several places this past winter and a roofing contractor has been called in a number of times to make repairs. A Statement of Interest is being submitted to the MSBA for assistance with a roofing project. The timeline for a project with them puts the construction in the summer of 2026 at the earliest, so the estimated project costs are projected out two years. Construction costs are calculated at \$55/sq. ft. and OPM and Engineering fees are calculated at 15% of construction costs. The Building B roof does not meet the 25 year old threshold for MSBA projects, so it is not included in the current SOI. Notification of invitation into the MSBA program is expected in October 2024. If Newburyport is not invited into the program this year serious consideration should be given to moving forward with the project without the MSBA due to the age and condition of the roof. Therefore the recommendation is to allocate the full amount of the OPM & Engineering fees in the FY25 CIP so the city is ready to move forward asap.

Estimated Project Costs by Fiscal Year	
FY2025	\$260,123
FY2026	\$1,734,150
FY2027	\$251,204
FY2028	\$1,674,695
FY2029	\$0
<b>Total Five-Year Cost</b>	<b>\$3,920,172</b>

<b>Operating Budget Impact*:</b>	<b>\$0</b>
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\*Increase = Additional Cost, Decrease = Savings

Anticipated Funding Source(s)	
X	General Fund (Debt)
	General Fund (Pay As You Go)
	Enterprise Fund (Debt)
	Enterprise Fund (Pay As You Go)
X	State/Federal Grant
	CPA Grant
	Trust Fund/Local Grant
	Other:

[Roof Replacement Cost Calculation](#)

[TTH Cost Estimate](#)

FY2025-FY2029 CAPITAL IMPROVEMENT PROGRAM

CAPITAL PROJECT DETAIL SHEET

**Nock/Molin-Gym & Auditorium Roof Replacement**

Department:	Schools
Category:	Facilities Renovation/Repair
Request Type (New/Prior Year):	Prior Year
Priority:	Maintain Service
Project Cost:	\$1,532,369
Estimated Useful Life:	25 Years



**Description and Justification:**

The gym, auditorium and entrance canopy roofs are all over 28 years old and at the end of their expected life. Leaks have occurred in these sections over the past several months, most notably on the stage over the sound and lighting equipment. A Statement of Interest is being submitted to the MSBA requesting inclusion in their Accelerated Repair Program, which potentially could result in an approximate 44% cost share by the MSBA. Invitations into the program are expected to be announced in October of 2024 with construction likely occurring in the summer of 2026 or 2027. Given the age and condition of the roofs, serious consideration should be given to proceeding with this project without the MSBA if Newburyport is not invited into the program this year. For that reason it is recommended that all funds for the DPM and engineering firm be allocated as part of the FY25 CIP so the city can immediately move forward with procuring those professional services if an invitation into the ARP is not received.

Estimated Project Costs by Fiscal Year	
FY2025	\$199,874
FY2026	\$1,332,495
FY2027	\$0
FY2028	\$0
FY2029	\$0
<b>Total Five-Year Cost</b>	<b>\$1,532,369</b>

<b>Operating Budget Impact*:</b>	\$0
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\*Increase = Additional Cost, Decrease = Savings

Anticipated Funding Source(s)	
X	General Fund (Debt)
	General Fund (Pay As You Go)
	Enterprise Fund (Debt)
	Enterprise Fund (Pay As You Go)
X	State/Federal Grant
	CPA Grant
	Trust Fund/Local Grant
	Other:

[Roof Replacement Cost Calculation](#)

[TTH Cost Estimate](#)

FY2025-FY2029 CAPITAL IMPROVEMENT PROGRAM

CAPITAL PROJECT DETAIL SHEET

**Bresnahan MDF AC Upgrade**

Department:	Schools
Category:	Facilities Renovation/Repair
Request Type (New/Prior Y	New
Priority:	Urgent/Legally Required
Project Cost:	\$50,000
Estimated Useful Life:	20 Years



**Description and Justification:**

The Main Distribution Frame closet at Bresnahan is full of technology equipment and consistently runs at a temperature around or exceeding 80 degrees which is in excess of recommendations and puts the equipment in that room at risk. Since the building was constructed 10 years ago several pieces of heat-generating equipment has been added to that closet increasing the heat load and exceeding the design capacity of the current AC unit. Much of the added equipment belongs to the city and is an off-site instance of the city's virtual server infrastructure. The city's equipment was installed at Bresnahan due to a lack of rack space while some old equipment is still in place.

Estimated Project Costs by Fiscal Year	
FY2025	\$50,000
FY2026	\$0
FY2027	\$0
FY2028	\$0
FY2029	\$0
<b>Total Five-Year Cost</b>	<b>\$50,000</b>

Operating Budget Impact*:	\$0
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\*Increase = Additional Cost, Decrease = Savings

Anticipated Funding Source(s)	
	General Fund (Debt)
X	General Fund (Pay As You Go)
	Enterprise Fund (Debt)
	Enterprise Fund (Pay As You Go)
	State/Federal Grant
	CPA Grant
	Trust Fund/Local Grant
	Other:

Cannistraro Quote



FY2025-FY2029 CAPITAL IMPROVEMENT PROGRAM

CAPITAL PROJECT DETAIL SHEET

Pick-Up Truck with Utility Body

Department:	Schools
Category:	Vehicles/Equipment
Request Type (New/Prior Year):	Prior Year
Priority:	Maintain Service
Project Cost:	\$67,390
Estimated Useful Life:	12 Years



**Description and Justification:**

Ford F250 4x4 pickup truck with a utility body. This truck would replace an aging 2010 Ford Econoline van. The frame on the current van is rotted to the point that a ground wire had to be run from the battery back to the fuel pump to get it to operate, rather than getting the ground from the frame itself. This vehicle would be used by one of our maintenance technicians who provides maintenance services at all of our schools. It is questionable if the 2010 van will pass inspection when it comes due in September. Cost also includes ladder rack and towing package. While we are not purchasing this with a plow at this time, we want to have a truck that can have a plow added to it in the future as our 2017 plow truck ages. School Department personnel plow the lot and driveways at Bresnahan as well as perform touch ups at the other schools. Quote is based on State Contract VEH110 projected out for model year 2025.

Estimated Project Costs by Fiscal Year	
FY2025	\$67,390
FY2026	\$0
FY2027	\$0
FY2028	\$0
FY2029	\$0
<b>Total Five-Year Cost</b>	<b>\$67,390</b>

<b>Operating Budget Impact*:</b>	<b>\$0</b>
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\*Increase = Additional Cost, Decrease = Savings

Anticipated Funding Source(s)	
	General Fund (Debt)
X	General Fund (Pay As You Go)
	Enterprise Fund (Debt)
	Enterprise Fund (Pay As You Go)
	State/Federal Grant
	CPA Grant
	Trust Fund/Local Grant
	Other:



FY2025-FY2029 CAPITAL IMPROVEMENT PROGRAM

CAPITAL PROJECT DETAIL SHEET

Engineering Services

Department:	Schools
Category:	Facilities Renovation/Repair
Request Type (New/Prior Year):	Prior Year
Priority:	Maintain Service
Project Cost:	\$150,000
Estimated Useful Life:	30 Years



**Description and Justification:**

In 2015 the exterior stairway leading from the parking lot up to the west terrace at the high school was rebuilt due to severe deterioration. Repairs were made to this same stairway again in 2019, and they are in need of repair again. There is obviously a moisture issue at work here that needs to be figured out so that a long-term fix can be accomplished. This is just one example of many that point to the need for a "House Doctor" contract with an engineering firm to investigate these kind of issues and determine the best course of action for a cost effective and long-lasting repair. At the high school alone there are several masonry/concrete and water infiltration issues that need to be investigated and corrected. This firm would also be helpful evaluating the aging hvac equipment at the high school to prioritize and schedule replacements. Finding the right firm and signing them to a "House Doctor" contract would allow us to utilize them as a consultant across the district for a wide range of problems, current and future, as funds become available.

Estimated Project Costs by Fiscal Year	
FY2025	\$50,000
FY2026	\$25,000
FY2027	\$25,000
FY2028	\$25,000
FY2029	\$25,000
<b>Total Five-Year Cost</b>	<b>\$150,000</b>

<b>Operating Budget Impact*:</b>	\$0
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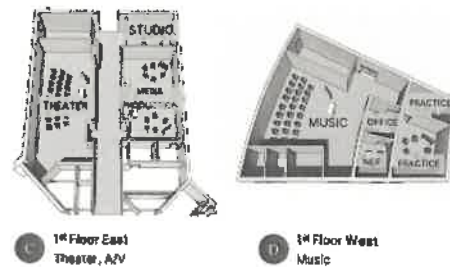
\*Increase = Additional Cost, Decrease = Savings

Anticipated Funding Source(s)	
	General Fund (Debt)
X	General Fund (Pay As You Go)
	Enterprise Fund (Debt)
	Enterprise Fund (Pay As You Go)
	State/Federal Grant
	CPA Grant
	Trust Fund/Local Grant
	Other:

## CAPITAL PROJECT DETAIL SHEET

## NHS Integrated Arts Renovation Project-Phase 1

Department:	Schools
Category:	Facilities Renovation/Repair
Request Type (New/Prior Year):	Prior Year
Priority:	Maintain Service
Project Cost:	\$336,000
Estimated Useful Life:	20 Years

**Description and Justification:**

The Integrated Arts project looks to renovate and reinvigorate tired and worn spaces and at the same time create modern and sophisticated learning and collaborating workrooms and labs that can be shared across multiple disciplines including the arts, theater, technology, engineering, science and math. These will be spaces where students can experiment, build, present and prepare themselves to become part of the future workforce. The first phase of this project will create a Multi-media Production Room which will house a state-of-the-art video production lab, an audio production area, green screen space and collaborative work areas. Students in NHS video production courses will pursue beginning to advanced level videography, editing and production. The space will also serve as a centralized location for students and teachers to create and collaborate on multimedia productions for projects in all curriculum areas. As technology becomes more accessible, students are learning to communicate in a range of mediums including podcasts, short videos, and longer-form video. The NEF is hoping to raise \$150,000 to support this project. Other funding sources TBD.

Estimated Project Costs by Fiscal Year	
FY2025	\$36,000
FY2026	\$300,000
FY2027	\$0
FY2028	\$0
FY2029	\$0
<b>Total Five-Year Cost</b>	<b>\$336,000</b>

<b>Operating Budget Impact*:</b>	\$0
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\*Increase = Additional Cost, Decrease = Savings

Anticipated Funding Source(s)	
	General Fund (Debt)
X	General Fund (Pay As You Go)
	Enterprise Fund (Debt)
	Enterprise Fund (Pay As You Go)
	State/Federal Grant
	CPA Grant
X	Trust Fund/Local Grant
	Other:

## CAPITAL PROJECT DETAIL SHEET

**Bresnahan Office Security Enhancement**

Department:	Schools
Category:	Facilities Renovation/Repair
Request Type (New/Prior Year):	New
Priority:	Enhancement
Project Cost:	\$53,805
Estimated Useful Life:	20 Years

**Description and Justification:**

This goal of this project is to enhance the physical security at the Bresnahan School by replacing an existing window in the main office with a ballistic rated transaction window, as well as create a physical barrier inside the office to better define where visitors are allowed to go once they are inside the school. The transaction window would limit the number of visitors that would actually have to enter the school by providing a way for staff to interact with them while they are still outside the building.

Estimated Project Costs by Fiscal Year	
FY2025	\$53,805
FY2026	\$0
FY2027	\$0
FY2028	\$0
FY2029	\$0
<b>Total Five-Year Cost</b>	<b>\$53,805</b>

<b>Operating Budget Impact*:</b>	\$0
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\*Increase = Additional Cost, Decrease = Savings

Anticipated Funding Source(s)	
	General Fund (Debt)
	General Fund (Pay As You Go)
	Enterprise Fund (Debt)
	Enterprise Fund (Pay As You Go)
	State/Federal Grant
	CPA Grant
	Trust Fund/Local Grant
	Other:

[Bresnahan Office Security Plan](#)

[Bres Office Security Estimate](#)

FY2025-FY2029 CAPITAL IMPROVEMENT PROGRAM

CAPITAL PROJECT DETAIL SHEET

**Nock/Molin-Playground Repaving**

Department:	Schools
Category:	Parks, Grounds & Open Space
Request Type (New/Prior Year):	Prior Year
Priority:	Maintain Service
Project Cost:	\$78,500
Estimated Useful Life:	25 Years



**Description and Justification:**

The west-end playground at the Nock Middle School requires repaving as the existing pavement is in very poor condition with severe cracking, which creates a tripping hazard and allows weeds to grow throughout. The age of the pavement is unknown. The proposed project involves paving from the sidewalk at Toppan's Lane to the building, covering an area of approximately 26,150 square feet. The cost estimate includes a quote from a paving contractor, with an additional 15% for escalation and contingency to mill and overlay the pavement. This entails milling to a depth of 1.5 inches and installing a 1.5-inch topcoat.

Estimated Project Costs by Fiscal Year	
FY2025	\$78,500
FY2026	\$0
FY2027	\$0
FY2028	\$0
FY2029	\$0
<b>Total Five-Year Cost</b>	<b>\$78,500</b>

<b>Operating Budget Impact*:</b>	\$0
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\*Increase = Additional Cost, Decrease = Savings

Anticipated Funding Source(s)	
	General Fund (Debt)
X	General Fund (Pay As You Go)
	Enterprise Fund (Debt)
	Enterprise Fund (Pay As You Go)
	State/Federal Grant
X	CPA Grant
	Trust Fund/Local Grant
	Other:

[US Paving Quote](#)

[Plan of Work Area](#)

FY2025-FY2029 CAPITAL IMPROVEMENT PROGRAM

**CAPITAL PROJECT DETAIL SHEET**

**Molin Playground Matting**

Department:	Schools
Category:	Parks, Grounds & Open Space
Request Type (New/Prior Year):	New
Priority:	Enhancement
Project Cost:	<b>\$63,263</b>
Estimated Useful Life:	10 Years



**Description and Justification:**

This project would install rubber matting in place of the current woodchips in the Molin playground making it more accessible and inclusive. Cost includes materials and installation. The matting is low maintenance and certified accessible.

Estimated Project Costs by Fiscal Year	
FY2025	\$63,263
FY2026	\$0
FY2027	\$0
FY2028	\$0
FY2029	\$0
<b>Total Five-Year Cost</b>	<b>\$63,263</b>

<b>Operating Budget Impact*:</b>	\$0
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\*Increase = Additional Cost, Decrease = Savings

Anticipated Funding Source(s)	
	General Fund (Debt)
X	General Fund (Pay As You Go)
	Enterprise Fund (Debt)
	Enterprise Fund (Pay As You Go)
	State/Federal Grant
	CPA Grant
	Trust Fund/Local Grant
	Other:

[US Playground Surfacing Quote](#)

FY2025-FY2029 CAPITAL IMPROVEMENT PROGRAM

CAPITAL PROJECT DETAIL SHEET

**Bresnahan Playground Surface Replacement**

Department:	Schools
Category:	Facilities Renovation/Repair
Request Type (New/Prior Year):	Prior Year
Priority:	Maintain Service
Project Cost:	\$232,599
Estimated Useful Life:	20 Years



**Description and Justification:**

Replacement of poured-in-place rubber surfacing in the playgrounds at the Bresnahan School. These surfaces are now coming up on 10 years in age and are cracking and pulling apart in places. The surface of the larger playground is in worse shape than the smaller one. The larger playground surface should be completely replaced, but the smaller one may be able to be resurfaced if it does not deteriorate too much more before being addressed.

Quotes are from April 2023. For planning purposes 10% has been added for escalation and contingency. The larger playground replacement is shown in FY26 and the smaller resurfacing in FY27, but there may be some efficiencies and savings by doing them both at the same time.

Estimated Project Costs by Fiscal Year	
FY2025	\$0
FY2026	\$209,154
FY2027	\$23,445
FY2028	\$0
FY2029	\$0
<b>Total Five-Year Cost</b>	<b>\$232,599</b>

<b>Operating Budget Impact*:</b>	\$0
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\*Increase = Additional Cost, Decrease = Savings

Anticipated Funding Source(s)	
	General Fund (Debt)
	General Fund (Pay As You Go)
	Enterprise Fund (Debt)
	Enterprise Fund (Pay As You Go)
X	State/Federal Grant
	CPA Grant
X	Trust Fund/Local Grant
	Other:

[S-12 Playground Quote](#)

[PreK-K Playground Quote](#)



FY2025-FY2029 CAPITAL IMPROVEMENT PROGRAM

CAPITAL PROJECT DETAIL SHEET

**NHS-Library Carpet Replacement**

Department:	Schools
Category:	Facilities Renovation/Repair
Request Type (New/Prior Year):	Prior Year
Priority:	Maintain Service
Project Cost:	\$31,875
Estimated Useful Life:	20 Years



**Description and Justification:**

The proposal is to replace the current rolled carpet with carpet squares due to the torn, worn, and stained condition of the existing carpet in several areas. Carpet squares offer the advantage of having shorter seams that are less prone to ripping, and individual squares can be easily replaced if damaged or stained.

Estimated Project Costs by Fiscal Year	
FY2025	\$31,875
FY2026	\$0
FY2027	\$0
FY2028	\$0
FY2029	\$0
<b>Total Five-Year Cost</b>	<b>\$31,875</b>

<b>Operating Budget Impact*:</b>	<b>\$0</b>
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\*Increase = Additional Cost, Decrease = Savings

Anticipated Funding Source(s)	
	General Fund (Debt)
X	General Fund (Pay As You Go)
	Enterprise Fund (Debt)
	Enterprise Fund (Pay As You Go)
	State/Federal Grant
	CPA Grant
	Trust Fund/Local Grant
	Other:

[Hastings Flooring Quote](#)

jm - thinks this can be funded by other sources, strike \$0

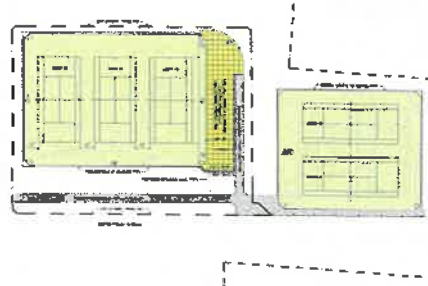
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FY2025-FY2029 CAPITAL IMPROVEMENT PROGRAM

CAPITAL PROJECT DETAIL SHEET

**Nock/Molin-Additional Tennis Courts**

Department:	Schools
Category:	Parks, Grounds & Open Space
Request Type (New/Prior Year):	New
Priority:	Enhancement
Project Cost:	\$495,755
Estimated Useful Life:	20 Years



**Description and Justification:**

This project aims to add three tennis courts adjacent to the existing courts at the Nock-Molin School. This would give the high school teams the facilities they need to practice and host matches. High School tennis matches consist of five individual matches, so with the team currently hosting regular season matches at Atkinson Common where there are only three courts, the full match can take hours. Additionally, MIAA rules require a minimum of four courts in one location to host playoff matches, so the two-time defending state champs girl's team has to host home matches at Pentucket. There are currently about 60 students participating on the girls and boys tennis teams. These courts would also be available to the public and PE classes. Cost below includes estimated construction cost and \$38,750 for design and engineering work. The Friends of Newburyport Tennis have donated \$21,195 toward the design work for this project.

Estimated Project Costs by Fiscal Year	
FY2025	\$495,755
FY2026	\$0
FY2027	\$0
FY2028	\$0
FY2029	\$0
<b>Total Five-Year Cost</b>	<b>\$495,755</b>

<b>Operating Budget Impact*:</b>	\$0
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\*Increase = Additional Cost, Decrease = Savings

Anticipated Funding Source(s)	
	General Fund (Debt)
	General Fund (Pay As You Go)
	Enterprise Fund (Debt)
	Enterprise Fund (Pay As You Go)
	State/Federal Grant
X	CPA Grant
	Trust Fund/Local Grant
X	Other:

Huntress Estimate of Probable Cost



## CAPITAL PROJECT DETAIL SHEET

**NHS HVAC Electrification**

Department:	Schools
Category:	infrastructure
Request Type (New/Prior Year):	New
Priority:	Maintain Service
Project Cost:	\$3,845,500
Estimated Useful Life:	25 Years

**Description and Justification:**

The purpose of this project is to replace aging boilers, chillers and the water heater at the high school, and move the city forward toward emission reduction goals. In 2023 National Grid funded a scoping study to identify options for electrification of the hvac system at the high school. Of the two options identified, a central air to water heat pump system is currently the preferred option. The new heat pumps could be installed in the place currently occupied by the end-of-life chillers on the roof and utilize existing piping infrastructure. The existing boilers would remain as supplemental heat during the coldest times of the year. Estimated cost is \$3,622,700.

Utility incentives for this project are estimated to be in the range of \$2 million. In 2025 the MSBA will begin to accept Statements of Interest related to electrification projects. Newburyport's 2023 reimbursement rate from the MSBA is about 43%, which would apply to the remaining cost AFTER utility incentives are deducted from the total project cost. Additionally, replacement of the main water heater is estimated at \$222,800 with \$140,211 in incentives available from National Grid.

**Estimated Project Costs by Fiscal Year**

FY2025	\$0
FY2026	\$0
FY2027	\$3,622,700
FY2028	\$222,800
FY2029	\$0
<b>Total Five-Year Cost</b>	<b>\$3,845,500</b>

<b>Operating Budget Impact*:</b>	<b>\$0</b>
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\*Increase = Additional Cost, Decrease = Savings

**Anticipated Funding Source(s)**

X	General Fund (Debt)
	General Fund (Pay As You Go)
	Enterprise Fund (Debt)
	Enterprise Fund (Pay As You Go)
X	State/Federal Grant
	CPA Grant
	Trust Fund/Local Grant
X	Other^

^Specify other funding source(s) in project description.

[Electrification Scoping Study](#)

[Utility Incentive Email](#)

FY2025-FY2029 CAPITAL IMPROVEMENT PROGRAM

CAPITAL PROJECT DETAIL SHEET

**NHS Science Wing Space Use Study**

Department:	Schools
Category:	Facilities Renovation/Repair
Request Type (New/Prior Year):	Prior Year
Priority:	Enhancement
Project Cost:	\$41,400
Estimated Useful Life:	20 Years



**Description and Justification:**

The proposed project aims to contract an architectural firm experienced in school building usage to study the current use of the science-related classrooms and labs at the high school and suggest improvements through minor renovations, upgrades of furniture, fixtures, and equipment, and changes in usage patterns/scheduling. The firm would be responsible for involving staff and administration in the process, developing plans to modernize outdated spaces, and providing cost estimates for the chosen option(s). The project cost is based on a quote of \$36,000 from Harriman Architects, with an additional 15% contingency to cover the expansion of the study's scope, if necessary.

Estimated Project Costs by Fiscal Year	
FY2025	\$0
FY2026	\$0
FY2027	\$41,400
FY2028	\$0
FY2029	\$0
<b>Total Five-Year Cost</b>	<b>\$41,400</b>

<b>Operating Budget Impact*:</b>	\$0
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\*Increase = Additional Cost, Decrease = Savings

Anticipated Funding Source(s)	
	General Fund (Debt)
X	General Fund (Pay As You Go)
	Enterprise Fund (Debt)
	Enterprise Fund (Pay As You Go)
	State/Federal Grant
	CPA Grant
X	Trust Fund/Local Grant
	Other:

[Harriman Quote](#)

FY2025-FY2029 CAPITAL IMPROVEMENT PROGRAM

CAPITAL PROJECT DETAIL SHEET

Energy Reduction Projects

Department:	Schools
Category:	Facilities Renovation/Repair
Request Type (New/Prior Year):	Prior Year
Priority:	Maintain Service
Project Cost:	\$118,319
Estimated Useful Life:	20 Years



**Description and Justification:**

The final phase of the high school lighting upgrade will be completed this spring. Comprehensive lighting upgrades were completed at Bresnahan and Nock-Molin over the winter. The final phase of the high school project focuses on the ground floor hallways, locker rooms, fitness room and some classroom spaces. This project is funded through utility rebates and solar credits.

Estimated Project Costs by Fiscal Year	
FY2025	\$118,319
FY2026	\$0
FY2027	\$0
FY2028	\$0
FY2029	\$0
<b>Total Five-Year Cost</b>	<b>\$118,319</b>

<b>Operating Budget Impact*:</b>	<b>(\$11,000)</b>
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\*Increase = Additional Cost, Decrease = Savings

Anticipated Funding Source(s)	
	General Fund (Debt)
	General Fund (Pay As You Go)
	Enterprise Fund (Debt)
	Enterprise Fund (Pay As You Go)
	State/Federal Grant
	CPA Grant
	Trust Fund/Local Grant
X	Other:

FY2025-FY2029 CAPITAL IMPROVEMENT PROGRAM

CAPITAL PROJECT DETAIL SHEET

**NHS Main Entrance Door Replacement**

Department:	Schools
Category:	Facilities Renovation/Repair
Request Type (New/Prior Year):	New
Priority:	Maintain Service
Project Cost:	\$16,000
Estimated Useful Life:	20 Years



**Description and Justification:**

Replacement of wooden door at the main entrance of the high school. Current door was installed during the renovation project in 2001-02. It is worn, sagging and requires a significant amount of maintenance to keep it operating properly so that it closes securely. There are also significant gaps allowing cold air infiltration in the winter. The replacement door would be an historically appropriate fiberglass reinforced door custom made to match the existing door.

Estimated Project Costs by Fiscal Year	
FY2025	\$0
FY2026	\$16,000
FY2027	\$0
FY2028	\$0
FY2029	\$0
<b>Total Five-Year Cost</b>	<b>\$16,000</b>

<b>Operating Budget Impact*:</b>	\$0
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\*Increase = Additional Cost, Decrease = Savings

Anticipated Funding Source(s)	
	General Fund (Debt)
	General Fund (Pay As You Go)
	Enterprise Fund (Debt)
	Enterprise Fund (Pay As You Go)
	State/Federal Grant
	CPA Grant
	Trust Fund/Local Grant
	Other:

[NE School Services Quote](#)

[Door Replacement Info](#)

## CAPITAL PROJECT DETAIL SHEET

**NHS-Auditorium Plaster Repairs**

Department:	Schools
Category:	Facilities Renovation/Repair
Request Type (New/Prior Year):	Prior Year
Priority:	Maintain Service
Project Cost:	\$100,000
Estimated Useful Life:	30 Years

**Description and Justification:**

The plaster throughout the auditorium has sustained damage from a number of sources, including roof and window leaks. The window leaks have been repaired, but this project should be staged after the roof issues have been addressed. Damage to the plaster has occurred on the ceiling and walls in both the main section of the auditorium and the lobby area. This project will be moved up the priority list after the roof over this section of the building is replaced.

Estimated Project Costs by Fiscal Year	
FY2025	\$0
FY2026	\$0
FY2027	\$100,000
FY2028	\$0
FY2029	\$0
<b>Total Five-Year Cost</b>	<b>\$100,000</b>

<b>Operating Budget Impact*:</b>	\$0
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\*Increase = Additional Cost, Decrease = Savings

Anticipated Funding Source(s)	
	General Fund (Debt)
X	General Fund (Pay As You Go)
	Enterprise Fund (Debt)
	Enterprise Fund (Pay As You Go)
	State/Federal Grant
	CPA Grant
X	Trust Fund/Local Grant
	Other:



NEWBURYPORT PUBLIC SCHOOLS

School Calendar

2024 - 2025



August

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

(0)

September

S	M	T	W	T	F	S
1	H	T	SD	FDS	6	7
8	PK-K	10	11	12	ER	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

(18)

October

S	M	T	W	T	F	S
6	7	8	9	10	ER	12
13	H	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

(22)

November

S	M	T	W	T	F	S
3	4	ER	6	7	8	9
10	H	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	ER	H	H	30

(18)

December

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	ER	14
15	16	17	18	19	20	21
22	V	H	H	H	V	28
29	V	H				

(15)

January

S	M	T	W	T	F	S
5	6	7	8	9	SD	11
12	13	14	15	16	17	18
19	H	21	22	23	24	25
26	27	28	29	30	31	

(20)

February

S	M	T	W	T	F	S
2	3	4	5	6	ER	8
9	10	11	12	13	14	15
16	H	V	V	V	V	22
23	24	25	26	27	28	

(15)

March

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

(21)

April

S	M	T	W	T	F	S
6	7	8	9	10	ER	12
13	14	15	16	17	18	19
20	H	V	V	V	V	26
27	28	29	30			

(17)

May

S	M	T	W	T	F	S
4	5	6	7	8	ER	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	H	27	28	29	30	31

(21)

June

S	M	T	W	T	F	S
1	2	3	4	5	ER	7
8	9	10	11	12	PK-K	14
15	16	17	PLD	H	[20]	21
22	[23]	[24]	[25]	[26]	27	28

(13)

T = Teachers First Day  
ER = Early Release  
H = Holiday  
SD = Staff Development Day  
PLD = Projected Last Day  
Monday, Sept. 2 Labor Day Holiday Observed  
Tue., Sept. 3 First Day of School for Teachers  
Wed., Sept. 4 Staff Development Day (no students)  
Thur., Sept. 5 First Day of School for GRADES 1-12  
Monday, Sept. 9 First Day of School for Grades PK-K  
Oct. 14 NO SCHOOL - Columbus Day Observed  
Nov. 11 NO SCHOOL - Veteran's Day Observed  
Nov. 28 & 29 NO SCHOOL - Thanksgiving Break  
December 23 thru January 1 NO SCHOOL - Holiday Break  
January 2 SCHOOL RESUMES  
Jan. 10 - NO SCHOOL for Students - Staff Development Day  
January 20 NO SCHOOL - MLK, Jr. Holiday Observed  
February 17 thru 21 NO SCHOOL - Winter Break  
March 28 1/2 day for AFSCME Union (GOOD FRIDAY)  
April 21 thru 25 NO SCHOOL - Spring Break  
May 26 NO SCHOOL - Memorial Day Observed  
June 1 Graduation Day - Class of 2025  
June 13 Projected Last Day (Preschool & Kindergarten)  
June 18 Projected Last Day (Grades 1-12) - Early Release Day  
June 20 Projected Last Day (Teachers)  
June 20, 23, 24, 25 and 26 Snow Make-up Days - [if needed]  
June 19 NO SCHOOL - Juneteenth Observed  
ER - Early Release Days (for staff development)  
September 13 October 11, November 5, December 13,  
February 7, March 28, April 11, May 9, and June 6  
ER - OTHER EARLY RELEASE DAYS (staff & students)  
Wednesday, November 27 Thanksgiving Break  
G = Graduation Day - on Sunday, June 1st @ 11AM  
(180 days - students)  
(184 days - teachers)

## IC/ICA: 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

Adopted: 06/19/2017

Revised: 6/19/2017, 12/06/2021, 11/20/23

## **Section J: Students**

### **JB – Equal Educational Opportunities**

Revisions to match MASC version. Update list of protected classes, reword first paragraph. Remove the legal quote.

### **JBB – Educational Equity**

This is a relatively new policy in the MASC reference manual. While JB addresses equal access, this policy addresses equity in meeting the needs of individual students.

### **JEB – Entrance Age**

Updated title and clarified date reference.

### **JF – School Admissions**

Additional cross references.

### **JFABC – Admission of Transfer Students**

The Newburyport version of the policy is more detailed than the MASC version and is broader in scope and most is not necessary to include in a policy. The MASC policy specifically addresses transfers from charter schools and was added when charter schools first were established in the Commonwealth.

### **JFBB – School Choice**

Update list of protected classes to be consistent with the MASC version and state and federal law.

### **JH – Student Absences and Excuses**

The Newburyport version has a lot of information that falls under procedure and would best be placed in handbooks. It also does not have language about dropout prevention. Replace with MASC version.

### **JICE – Student Publications**

New policy.

### **JICF – Gang Activity/Secret Societies**

New policy.

**NEWBURYPORT**



## **JICFA – Prohibition of Hazing**

Update title.

## **JICFB – Bullying Prevention**

The MASC version has been updated more recently than the Newburyport version and includes more information on Reporting and Investigation Procedures.

## **JICH – Alcohol, Tobacco and Drug Use by Students Prohibited**

Incorporate additional information on verbal screening from MASC version. Update cross references.

## **JICK – Harassment of Students**

This is a relatively new policy in the MASC reference manual. Because it specifically addresses harassment of students, it is included as a separate policy from the general harassment policies in Section A.

## **JIH – Searches and Interrogations**

The policies match, except for different wording in bullet #2. Update legal reference.

## **JII – Student Complaints and Grievances**

Additional cross reference.

## **JJ – Co-Curricular and Extracurricular Activities**

The Newburyport version quotes from regulation, but does not match the current regulations. The MASC version addresses individual students instead.

## **JJA – Student Organizations**

Additional cross reference.

## **JJH – Student Late Night or Overnight Travel**

Additional cross reference.

## **JJIB – Interscholastic Athletics**

Additional cross reference, wording change.

## **NEWBURYPORT**

## **JK – Student Conduct**

Update title.

## **JKA – Corporal Punishment**

This policy was removed from the MASC reference manual and the language incorporated into JKAA.

## **JKAA - Physical Restraint of Students**

The policies match, except for the additional language on corporal punishment in the MASC version.

## **JL – Student Welfare**

Additional cross-reference.

## **JLA – Student Insurance Program**

This policy was removed from the MASC reference manual as dated and no longer necessary.

## **JLC – School Health Program/Student Health Services and Requirements**

Update policy to reference a family member or other individual instead of neighbor.

## **JLCA – Physical Examination of Students**

The MASC version has additional language about the role of the school physician.

## **JLCB – Immunization of Students**

Update title.

## **JLCC – Communicable Diseases**

Wording update.

## **JLCD – Administering Medication to Students**

Additional legal references.

## **JLD – Guidance Program**

This policy was removed from the MASC reference manual. It was the only program that had a dedicated policy. Not having the policy would not change any of the practices of the district concerning the guidance program.

**NEWBURYPORT**

**JP – Student Gifts and Solicitations**

This policy was removed from the MASC reference manual. The topic is covered elsewhere, particularly in the policy on fundraising.

**JRA – Student Records**

Remove date reference which is no longer necessary.

# Newburyport Public School District Policies

*Proposed Revisions to*

## **Section J: Students**

*for Second Reading on February 27, 2024  
EDITED VERSION (with changes tracked)*

**Insertions shown in BOLD (or as otherwise noted)**

**Deletions shown in ~~Strikethrough~~**

## EQUAL EDUCATIONAL OPPORTUNITIES

In recognition of the diversified characteristics and needs of our students and with the keen desire to be responsive to them, the School Committee will make every effort to protect the dignity of the students as individuals. It also will offer careful consideration of their human rights, and sympathetic understanding of their personal feelings, particularly with reference to their race\*, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, active military/veteran status, marital status, familial status, pregnancy, or pregnancy-related condition, homelessness, ancestry, ethnic background, national origin, or any other category protected by state or federal law.

~~race, color, sex, gender identity, religion, national origin, sexual orientation, homelessness, physical and intellectual differences, pregnancy or pregnancy related conditions.~~

¶

To accomplish this, the Committee and its staff will make every effort to comply with the letter and the spirit of the Massachusetts equal educational opportunities law which prohibits discrimination in public school admissions and programs. The law reads as follows:

¶

~~No child shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges and course of study of such public school on account of race, color, sex, gender identity, religion, national origin, sexual orientation, pregnancy or pregnancy related conditions or homelessness.~~

¶

~~This will mean that every student will be given equal opportunity in school admission, admissions to courses, course content, guidance, and extracurricular and athletic activities.~~

All implementing provisions issued by the Board of Elementary and Secondary Education in compliance with this law will be followed.

\*race to include traits historically associated with race, including, but not limited to, hair texture, hair type, hair length and protective hairstyles.

¶

LEGAL REFS.: Title VI, Civil Rights Act of 1964  
Title VII, Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972  
Executive Order 11246, as amended by E.O. 11375 Title IX, Education Amendments of 1972  
M.G.L. 76:5; 76:16 (Chapter 622 of the Acts of 1971)  
BESE regulations 603 CMR 26:00  
BESE regulations 603 CMR 28.00

CROSS REF.: AC, Nondiscrimination

## **NEW POLICY**

File: JBB

### **EDUCATIONAL EQUITY**

The School Committee's goal is to strive to address the needs of every student.

Educational equity for the purpose of this policy is defined as providing all students the high quality instruction and individualized supports they need to be prepared for life after graduation.

To achieve educational equity the district will commit to:

1. Systematically, when appropriate, use districtwide and individual school level data, disaggregated by race/ethnicity, gender/gender identity, national origin, language, special education, socioeconomic status and mobility to inform district decision making.
  2. Raise the achievement of all students.
  3. Graduate all students ready to succeed in a diverse local, national and global community.
- In order to reach the goal of educational equity for each and every student, the District shall:
1. Provide every student with access to high quality curriculum, support, and other educational resources.
  2. Seek to promote educational equity as a priority in professional development and educator evaluation.
  3. Endeavor to create schools with a welcoming and inclusive culture and environment.
  4. Provide multiple pathways to success in order to meet the needs of the diverse student body and actively encourage, support and expect high academic achievement for each student.

The Superintendent shall include equity practices in the district's strategic plan and goal strategies to implement this policy. The Superintendent, upon request, will periodically report to the Committee the progress of the implementation of this policy.

~~SCHOOL~~ENTRANCE AGE

In an attempt to permit children to enter school at the time most appropriate for them individually, the School Committee establishes the following policy on entrance age:

1. Children who will be five years of age prior to the first day of September in the year during which they wish to enroll will be eligible to enter kindergarten for that school year.
2. The admission of children whose birthdays fall after the first day of ~~September~~school will be solely at the superintendent's discretion.
3. Initial admission of children to any other grades will involve a consideration of both chronological age and the readiness of the children to do the work of those grades.

LEGAL REFS.: M.G.L. 15:1G  
603 CMR 8.00

Adopted: 6/19/2017

## **SCHOOL ADMISSIONS**

All children of school age who reside in the City of Newburyport will be entitled to attend the public schools, as will certain children who do not reside in the City but who are admitted under School Committee policies relating to nonresident students or by specific action of the School Committee.

Advance registration for prospective kindergarten students will take place in the spring. Every student seeking admission to school for the first time must present a birth certificate or equivalent proof of age acceptable to the Principal and proof of vaccination and immunizations as required by the state and the School Committee. Proof of residency of legal guardianship may also be required by the school administration.

**LEGAL REFS.:** M.G.L. 15:1G; 76:1; 76:5; 76:15; 76:15A  
603 CMR 26.00

**CROSS REFS.:** JLCA, Physical Examination of Students  
JLCB, Inoculations of Students  
JFBB, School Choice  
JFABD, Homeless Students: Enrollment Rights and Services  
JFABE, Educational Opportunities for Military Children  
JFABF, Educational Opportunities for Children in Foster Care

Adopted: 6/19/2017



## REPLACE WITH MASC POLICY

File: JEABC

### SCHOOL ADMISSIONS: TRANSFER STUDENTS

Pursuant to G.L. c. 71 para 37L, a student who wishes to transfer into the Newburyport Public Schools must provide the District with a complete school record in order to enroll or re-enroll in the District. The complete school record must be received prior to the student's enrollment taking effect. The complete school record for a student may be submitted by the student, the parent(s) or guardian(s), social worker or similar professional working with the student and/or the sending school district. In order to clarify what constitutes a complete school record, and thus, to assist the sending school district, parent(s) or guardian(s), and/or student in meeting this requirement in a timely fashion, the complete school record is defined as:

#### FOR ALL STUDENTS:

- Proof of residency - utility bill, certificate of occupancy or copy of lease/rental agreement (to be copied and placed in file)
- Grade Transcript for all school years
- Health Record
- Inoculation Record, if separate
- Discipline Record including any court involvement
- Attendance Record
- All Standardized Assessment Testing results
- Guidance Record including Permanent and Temporary Record
- Birth Certificate\* if country of birth is other than U.S., a copy of visa or permanent residency card
- Teacher Anecdotal Record(s)
- Medicaid Card, if applicable\*

#### FOR SPECIAL EDUCATION CHILDREN, ALL THE ABOVE AND:

- Copy of complete Special Education file
- Current Individualized Educational Plan
- Current Team Assessments including psychological, educational, speech therapy, occupational therapy, physical therapy evaluations (if applicable)
- Educational Advocate Assignment authorization by DOE\*, if applicable

#### FOR FOSTER CHILDREN, ALL OF THE ABOVE AND:

- Agency Service Plan including supplement\*
- Signed Agreement with sending school for Chapter 766 paragraph 202.1(d) bill back students\*

If any of the foregoing documents are not in the sending school district's files on the student, then such a document will not be required as part of the complete school record. However, the Newburyport Public Schools may request that the parent(s), or guardian(s), the student and/or social worker or other professional working with the student obtain and submit a copy of such record if it exists.

The District reserves the right to refrain from enforcing this policy if a building principal or central office administrator determines that particular documents are not readily available and it is in the best

~~interest of the student wishing to enroll or reenroll to proceed with enrollment while awaiting the document(s).~~ ¶

~~¶~~

~~All parents of Newburyport Public Schools students will be notified that, when a student transfers to another school district, and the receiving school district requests the complete school record for that student, the District will send to the receiving school district the complete record, as defined above, for that student, unless the District is on notice that the receiving school district defines the complete school record differently. Such notice to parents shall be provided in a handbook, an amendment to the handbook, or in general letter form provided to parents each year.~~ ¶

~~¶~~

~~¶~~

~~LEGAL REFS.: M.G.L. 15:1G; 76:1; 76:5; 76:15; 76:15A~~ ¶  
~~603 CMR 26.00~~ ¶

~~¶~~

~~CROSS REF.: JLCA, Physical Examination of Students~~ ¶  
~~JLCB, Inoculations of Students~~ ¶  
~~JFDB, School Choice~~ ¶  
~~JFADB, Homeless Students: Enrollment Rights and Services~~ ¶

## **UPDATED POLICY**

File: JFABC

### **ADMISSION OF TRANSFER STUDENTS**

The school district will enroll and place students who have left Commonwealth charter schools by adhering to the same policies and procedures in place for any other student enrolling in the school district including, but not limited to, examination of the course of study and level of academic attainment of the student when determining the student's appropriate grade placement or eligibility for high school graduation.

To the same extent provided for other students enrolling in the school district, students who enroll in the school district from a Commonwealth charter school shall be subject to the graduation requirements of the school district, may have certain graduation requirements waived, and may make-up certain graduation requirements.

LEGAL REFS.: Chapter 12, Section 11 of the Acts of 2010

## SCHOOL CHOICE

Non-resident students may attend the Newburyport Public Schools under the provisions of General Laws, Chapter 76, Section 12b, as amended and modified, and subject to regulations drawn up by the superintendent and approved by the school committee. If the School Committee will not be participating in the school choice program, then by law and no later than June 1, of each school year the Committee must hold a Public Hearing to review participation in the school choice program, and hold a vote to withdraw from the school choice program for the year beginning the following September.

### A. Cost of Tuition

1. The cost of tuition for non-resident students will be borne by the Commonwealth of Massachusetts in accordance with the law.
2. Funds received from the Commonwealth in payment of tuition for non-resident students will be deposited with the city treasurer in a separate account for the use of the school committee without further appropriation.

### B. Admissions

1. The school committee will determine the number of non-resident students to be accepted on the basis of information provided by the superintendent. The committee will make this determination after considering enrollment, staffing needs, and class size data.
2. Information concerning the number of non-residents to be admitted will be published as the committee deems appropriate.
3. The superintendent will determine the acceptance of Choice students conditional upon availability of seats. A wait list will be established and admissions from the wait list will be on a first come, first serve basis.
4. Non-resident students currently enrolled shall continue to be enrolled.
5. By law, siblings of non-resident students (existing choice) enrolled in the schools take precedence in admittance over other applicants.
6. If a student moves and no longer lives in Newburyport but wishes to remain a student in the Newburyport Public Schools, a School Choice application must be completed and submitted to the superintendent. The superintendent will determine the acceptance of Choice students conditional upon availability of seats.
7. If there are more applicants than seat availability at a particular grade level, a lottery will be held to determine who will be accepted and the others will remain on a waitlist until future seats become available. Any sibling of a student already enrolled in the receiving district shall receive priority for admission to said district.
8. Non-resident students admitted under this policy may maintain their enrollment until they graduate.

9. ~~The School Committee does not discriminate in the admission of any child on the basis of race, color, religious creed, national origin, sex, gender identity, age, sexual orientation, ancestry, athletic performance, physical handicap, pregnancy or pregnancy related conditions, special need or academic performance or proficiency in the English language.~~ The School Committee affirms its position that it shall not discriminate in the admission of any child on the basis of race\*, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, active military/veteran status, marital status, familial status, pregnancy, or pregnancy-related condition, homelessness, ancestry, ethnic background, national origin, or any other category protected by state or federal law, athletic performance, academic performance, or proficiency in the English language.

\*race to include traits historically associated with race, including, but not limited to, hair texture, hair type, hair length and protective hairstyles.\*

### **C. Transportation**

The school committee will not provide transportation for non-resident students enrolled under this policy.

LEGAL REFS.: M.G.L. 71:6; 71:6A; 76:6; 76:12; 76:12B  
BESE 603 CMR 26.00

CROSS REF.: JLCA, Physical Examination of Students  
JLCB, Inoculations of Students  
JFBB, School Choice  
JFABD, Homeless Students: Enrollment Rights and Services

Adopted: 6/19/17

Revised: 6/18/18

## STUDENT ABSENCES AND EXCUSES

### ATTENDANCE

The Newburyport Public Schools expects parents [Note: All references to 'parent' mean parent(s) or guardian(s)] and students to make every reasonable effort to have their children attend school every day. The continuity of day to day instruction is a critical dynamic to the overall success of each student.

If a pattern of absences develops, the administration, along with the appropriate personnel from the Newburyport Police Department will consider filing a Child-Requires Assistance complaint with the Essex County Court for truancy. Please see the Student Absence Notification Program below for further details.

For general, excused absences, it is the responsibility of the student to make up all missed assignments, tests or quizzes. The student will have as many days missed in order to make up the work. For example, if a student is absent for two (2) days, the student will have two (2) days to make up the required work.

If a student is out of school due to illness, the parent may request work assignments through the teacher. The parent will be responsible for retrieving this material at the close of the school day in the Office and will be responsible for overseeing their son's/daughter's completion of the assignment. If a student is to be absent for an extended period of time due to illness, (fourteen or more consecutive days), the family may be eligible to receive some tutorial services. If you believe your child will have an extended absence, please contact the principal's office.

Participation in after school or evening events will not be allowed for students absent on the day of the event.

### Excused Absences

Students may be excused temporarily from school attendance for the following reasons:

- Illness or quarantine
- Bereavement of serious illness in family
- Weather so inclement as to endanger the health of the child
- For observance of major religious holidays (see Religious Observations below)
- For other exceptional reasons when approval of the school administrator

### Absence Notification/Verification Procedure

When your child is absent, either for an "excused" reason as set forth above or another reason, please follow the reporting procedures posted on the school web site and the current student handbook.

## ~~Absence Reporting Procedure~~

~~Please provide the following information when reporting a student absence.~~

- ~~• Identify yourself/calling party~~
- ~~• Student's name, grade and home room teacher's name~~
- ~~• Date(s) of absence~~

~~Do NOT leave the following information on the Call-In Line.~~

- ~~• Confidential medical information – speak to the nurse directly~~
- ~~• Requests for homework~~
- ~~• Messages for classroom teachers~~

~~For your child's safety, it is imperative that you call to document absences. If we do not hear from you, we will assume your child was sent to school and did not arrive. To ensure all children arrive at school safely, all Newburyport elementary schools have a Safe Arrival Program in which we work to verify all unreported absences as quickly as possible.~~

## ~~Documenting Absence if Not Called-In on Day of Absence~~

~~If the absence is not verified by phone on the day of the absence, students will be required to present an absence note.~~

## ~~Medical Absence and Student Illness~~

~~Absences of five (5) days or longer require a note from a physician's office prior to the school readmitting your child to class.~~

~~When should you call the nurse regarding a student illness?~~

- ~~• A new medical diagnosis or change in health or emotional status, i.e. the diagnosis of an allergy~~
- ~~• A newly prescribed medication~~
- ~~• Any change(s) in current medication~~
- ~~• A serious injury, illness, or hospitalization~~
- ~~• An injury that will require crutches and/or wheelchair or elevator use, e.g. fracture, sprain, stitches or cast~~
- ~~• A contagious disease (e.g. chicken pox, flu, strep throat, pertussis)~~
- ~~• Extended period of absence with atypical symptom~~
- ~~• Recent changes in family history that may affect your child, such as a birth, recent loss or sudden illness~~

## ~~Tardiness~~

~~It is important that students start their day off on the right foot and arriving late to school can negatively impact a student's day. As students grow and learn it is essential for their future success that they assume~~



~~more responsibilities for their actions, choices and behaviors. Arriving to school on time is one of these responsibilities. Students arriving after the start of school are considered tardy and need to sign in at the office with an adult. Tardiness is noted on report cards. Although, we realize that emergencies occur on occasion, we expect students to arrive at school on time. If a family is experiencing difficulty getting a student to school on time, please contact the school administrative office for assistance.~~

~~¶~~

#### ~~Excused Dismissal~~

~~¶~~

~~Please try to schedule appointments after school hours. In the event that you have to dismiss your child, send a note to your child's teacher including the day, time, and who will pick up your child. In cases where we are not familiar with the adult, identification will be required. No child will be released without an adult escort.~~

~~¶~~

~~If you dismiss your child from his/her classroom for any reason that does not pertain to a function designated for that child, he/she will be marked dismissed on the school attendance.~~

~~¶~~

~~Dismissal notes are mandatory. Calling the school or sending an email to dismiss your child may result in someone not getting the message in a timely manner. We require written authorization for dismissals.~~

~~¶~~

#### ~~Family Vacations~~

~~¶~~

~~Sometimes families plan vacations that occur during regularly scheduled school time. The Newburyport Public School department does not encourage or condone such action. Instead, the schools uphold Massachusetts General Law, Chapter 76, Sections 1-21 entitled "School Attendance". This section of the law requires parents to "cause" their children to regularly attend school. Individuals who induce student absenteeism are liable for fines up to \$200. With this in mind, we reaffirm the position that parents are responsible for their children to attend school every day that classes are in session.~~

~~¶~~

~~Absences due to family vacation are unexcused. A child who is absent from school due to a family vacation taken during the school year is of particular concern. It is important for children to receive continuous instruction; every day missed sets a child back and creates added pressure on the child and on the school. The school calendar is published in advance of the school year to help parents plan family trips so that they coincide with school vacations. Parents are urged to comply with the school calendar.~~

~~¶~~

~~The practice of the school department is not to provide advance and/or make up work when the student is absent from school due to vacation. Since assignments are based upon material previously taught, work must be made up after the child returns. Parental cooperation in this matter is appreciated.~~

~~¶~~

~~Students who are absent at the time when state or national standardized tests are administered will be allowed to make up missed tests to the extent that scheduled make up time is available and consistent with state law and regulations.~~

~~¶~~

#### ~~Religious Observations~~

~~¶~~

~~Students may be granted excused absences when the school's schedule conflicts with religious holidays. A student may be required to submit written notification. A student should not suffer adverse or prejudicial consequences from an excused absence, should be allowed a reasonable opportunity to make up school work missed during the absence, and will not be subject to penalty scholastically or to~~



~~attendance records due to absences incurred due to religious observances. A sincere attempt will be made to avoid assemblies, assessments, and special school events on religious holidays.~~

~~¶~~

#### ~~Attendance Failure~~

~~¶~~

~~Absences greater than seven (7) days in a semester are considered excessive. If a student is repeatedly absent or tardy without an acceptable excuse, the Principal may take necessary action, including retention, withholding of credit or receiving an incomplete. All absences, including absences excused by parents, will count toward the semester limit.~~

~~¶~~

~~The exceptions for the purpose of this policy are documented, excused absences for:~~

~~¶~~

- ~~• Family bereavement or serious illness in the family~~
- ~~• School approved field trips~~
- ~~• Observance of major religious holidays~~
- ~~• Legal (with documentation from court or lawyer)~~
- ~~• Medical excuse, absences due to illness or doctor appointment (with date-specific medical documentation for each day of absence provided by physician in order for absence to be excused)~~

~~¶~~

#### ~~Student Absence Notification Program~~

~~¶~~

~~If the school has not received notification of an absence from a parent within three (3) days of the absence, the school shall notify the parent of the child's absence.~~

~~¶~~

~~If a student has at least five (5) days in which he/she has missed two (2) or more periods unexcused in a school year, or if a student has missed five (5) or more school days unexcused in a school year, the school shall notify the student's. For those students who have five (5) or more unexcused absences in a school year, the school principal shall make reasonable effort to meet with the parent to develop jointly, and with input from other relevant school personnel and officials from relevant state and local agencies, an action plan to improve and ensure the student's attendance.~~

~~¶~~

~~¶~~

~~LEGAL REFS.: M.G.L. 76.1, 76.1a, 76.1b, 76.4, 76.19, 76.20~~

~~¶~~

## **UPDATED MASC POLICY**

File: JH

### **STUDENT ABSENCES AND EXCUSES**

Regular and punctual school attendance is essential for success in school. The Committee recognizes that parents/guardians of children attending our schools have special rights as well as responsibilities, one of which is to ensure that their children attend school regularly, in accordance with state law.

Therefore, students may be excused temporarily from school attendance for the following reasons: illness or quarantine; bereavement or serious illness in family; weather so inclement as to endanger the health of the child; and observance of major religious holidays.

A student may also be excused for other exceptional reasons with approval of the Principal or designee.

Accordingly, parents/guardians will provide a written explanation for the absence or tardiness of their child. This will be required in advance for types of absences where advance notice is possible.

In instances of chronic or irregular absence reportedly due to illness, the school administration may request a physician's statement certifying such absences to be justified.

#### **Student Absence Notification Program**

Each Principal or designee will notify a student's parent/guardian within 3 days of the student's absence in the event the parent/guardian has not informed the school of the absence.

Each Principal or designee shall make a reasonable effort to meet with any student, and that student's parent/guardian, who has missed five (5) or more unexcused school days (a school day shall be equal to two (2) or more class periods in the same day) in a school year. The meeting shall be to develop action steps to improve student attendance and shall be developed jointly by the Principal or designee, the student, and the student's parent/guardian. The parties may seek input from other relevant school staff and/or officials from relevant public safety, health and human service, housing, and nonprofit agencies.

#### **Dropout Prevention**

A student who has not graduated from high school and has been absent from school for ten (10) consecutive days of unexcused absence shall not be considered permanently removed from school unless the Principal has sent notice to the student, and that student's parent/guardian. The notice shall be sent within five (5) days of the tenth consecutive day of absence and shall offer at least 2 dates and times within the next ten (10) days for an exit interview with the Superintendent or designee, the student, and the student's parent/guardian. The notice shall be in both English and the primary language of the home, if applicable. The notice shall include contact information for scheduling the exit interview and shall indicate the parties shall reach an agreement on the date/time of the interview within the ten (10) day

timeframe. The timeframe may be extended at the request of the parent/guardian and no extension shall exceed 14 days.

The Superintendent or designee may proceed with any interview without a parent/guardian present, provided the Superintendent has documented a good faith effort to include the parent/guardian.

The Superintendent or designee shall convene a team of school staff to participate in the exit interview and shall provide information to the student and, if applicable, the student's parent/guardian on the detrimental effects of early withdrawal from school and the alternative education programs and services available to the student.

LEGAL REFS.: M.G.L. 76:1; 76:1A; 76:1B; 76:16; 76:18; 76:19; 76:20

**NOTE:** DESE'S minimum requirements for policies and protocols include the following items which are most appropriate for inclusion in student handbooks so that Districts can most effectively meet student and family needs.

- When and how absences will be reported by parents or guardians to the school, by the administrative designee to classroom teachers, and by teachers to the administrative designee for classroom attendance.
- Parent/guardian responsibilities for reporting a child's absence including method of reporting (e.g., phone, email, text), expected time of notification, any required documentation verifying the reason for the absence, and deadline for submitting said documentation.
- Timeline for school notification to parents of an absence in the event the parent or guardian did not report the absence.
- When and who from the school will check-in and follow-up with students and families (e.g., after 1 unexcused absence; after 5 excused absences) and how this will take place.
- Any academic consequences for excessive absenteeism (e.g., loss of credit).
- Interventions and services the school may use to encourage consistent student attendance and reengagement.

**NEW POLICY**

File: JHD

**EXCLUSIONS AND EXEMPTIONS FROM SCHOOL ATTENDANCE**

Denial of Admission

Denial of admission means the withholding of the privilege of enrolling in a school of the District.

The following shall be the grounds for denial of admission to school or for diversion to an appropriate alternative program:

Graduation from the twelfth grade of any school or receipt of any document evidencing completion of the equivalent of a secondary curriculum;

Failure to meet the requirements of age for beginning school as fixed by the School Committee as provided in Massachusetts General Laws;

Not being a resident of the District and the District has opted not to participate in the School Choice Law;

Failure to comply with the provisions of the Massachusetts School Entry Immunization Law.

LEGAL REFS.: M.G.L. 76:12; 76:12A; 76:12B  
603 CMR 26:00

CROSS REF: JEB, Entrance Age

## **NEW POLICY**

File: JICE

### **STUDENT PUBLICATIONS**

Within the school setting, students enjoy the constitutional right of freedom of expression, including the right to express their views in student press, either in print or digital form, provided such expression does not cause, or threaten to cause by reasonable forecast by school officials, any disruption or disorder in the school. Additionally, such constitutional right of freedom of expression does not include expression which is obscene, defamatory, or advocates violence or illegality where such advocacy is imminently likely to incite the commission of such acts to the detriment of school security, or which can reasonably be forecast to cause substantial disruption or material interference with school activities.

Student press will be encouraged to comply with the rules for responsible journalism. Students shall affix their names to all articles or editorials written by or contributed to by them. The Superintendent will establish guidelines that are in keeping with this policy and provide for review of student press prior to distribution, to address matters that are not protected forms of expression.

All student media shall contain the following: "Pursuant to state law, no expression made by students in the exercise of such rights shall be deemed to be an expression of school policy and no school officials shall be held responsible in any civil or criminal action for any expression made or published by the students."

#### **Distribution of Literature**

The time, place and manner of distribution of print and digital media will be reasonably regulated by the Principal.

LEGAL REF.: M.G.L. 71:82

## **NEW POLICY**

File: JICF

### **GANG ACTIVITY/SECRET SOCIETIES**

The goal of the School Committee is to keep District schools and students free from the threats or harmful influence of any gang. For purposes of this policy, gang is defined as any group, secret society, organization or association that advocates drug use, violence, ethnic intimidation, or disruptive or illegal behavior. The Principal or their designee shall maintain supervision of school premises to deter intimidation of students and confrontations between members of different gangs.

The Superintendent shall establish open lines of communication with local law enforcement agencies so as to share information and provide mutual support in this effort within appropriate legal guidelines.

The Superintendent shall provide as needed in-service training to help staff members identify gangs and gang symbols, recognize early manifestations of disruptive activities, and respond appropriately. Staff members shall be informed about conflict management techniques and alerted to intervention measures and community resources that may help students.

#### **Symbols**

The School Committee finds that gang symbols are inherently disruptive to the educational process, and therefore prohibits the presence of any insignia, apparel, jewelry, accessory, notebook or other school supply, or manner of grooming which by virtue of its color, arrangement, trademark, or any other attribute denotes membership in gangs. The School Committee further prohibits any demonstration of gang membership through the use of hand gestures, graffiti, or printed materials. This policy shall be applied by the Principal or their designee as the need for it arises at individual school sites. A student may be suspended or expelled for failure to comply with the provisions of this policy.

#### **Prevention Education**

The School Committee realizes that students may become involved in gangs without understanding the consequences of such membership. Early intervention is a key component of efforts to break the cycle of such memberships. Therefore, gang violence prevention information shall be made available in the elementary, middle, and high schools as appropriate.

### **SECRET SOCIETIES**

Fraternities, sororities and/or secret societies shall not receive District or building recognition in any manner.

A student may be suspended or expelled for failure to comply with the provisions of this policy.



## ~~HAZING POLICY~~ PROHIBITION OF HAZING

In accordance with Massachusetts General Laws, the School Committee hereby deems that no student, employee or school organization under the control of the School Committee shall engage in the activity of hazing a student while on or off school property, or at a school sponsored event regardless of the location. No organization that uses the facilities or grounds under the control of the School Committee shall engage in the activity of hazing any person while on school property.

Any student who observes what appears to them to be the activity of hazing another student or person should report such information to the Principal including the time, date, location, names of identifiable participants and the types of behavior exhibited. Students and employees of the District are obligated by law to report incidents of hazing to the police department.

Any student who is present at a hazing has the obligation to report such an incident. Failure to do so may result in disciplinary action by the school against that student and could involve suspension from school for up to three days.

Any student who participates in the hazing of another student or other person may, upon the approval of the Superintendent of Schools, be suspended from school for up to ten (10) school days.

Any student determined by the Principal to be the organizer of a hazing activity may be recommended for expulsion from school but will receive no less disciplinary action than that of a participant.

In all cases relating to hazing, students will receive procedural due process.

LEGAL REF.: M.G.L. 269:17, 18, 19

Version Control

Adopted: 6/19/17

~~ANTI-BULLYING POLICY~~

~~It is the goal of the Newburyport School Committee to promote a learning atmosphere for students free from all forms of bullying. Because bullying affects not only students who are targets but also those who participate and witness such behavior, it is detrimental to student learning and achievement and will not be tolerated by Newburyport Public Schools.~~

~~Newburyport Public Schools prohibits all forms of harassment, discrimination and hate crimes based on race, color, religion, national origin, ethnicity, sex, gender identity, sexual orientation, age or disability. Newburyport Public Schools recognizes that certain students may be more vulnerable to become a target of bullying and harassment based on actual or perceived differentiating characteristics, including "race, color, religion, ancestry, national origin, sex, socioeconomic status, homelessness, academic status, gender identity or expression, physical appearance, pregnant or parenting status, sexual orientation, mental, physical, developmental or sensory disability or by association with a person who has or is perceived to have 1 or more of these characteristics." The civil rights of all school community members are guaranteed by law. The protection of those rights is of utmost importance and priority to our school district. Newburyport Public Schools also prohibits bullying of school community members for reasons unrelated to their race, color, religion, national origin, ethnicity, sex, sexual orientation, gender identity, age or disability. Further, Newburyport Public Schools will also not tolerate retaliation against persons who report an incident(s) of bullying and/or harassment.~~

~~Bullying is the repeated use by one or more students or school staff members of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a target that:~~

- ~~(a) causes physical or emotional harm to the target or damage to the target's property;~~
- ~~(b) places the target in reasonable fear of harm to himself or of damage to his property;~~
- ~~(c) creates a hostile environment at school for the target;~~
- ~~(d) infringes on the rights of the target at school; or~~
- ~~(e) materially and substantially disrupts the education process or the orderly operation of a school.~~

~~For the purposes of this policy and related procedures, bullying shall include cyber-bullying.~~

~~Cyber-bullying is bullying through the use of technology or any electronic devices such as telephones, cell phones, computers and the Internet. It includes, but is not limited to, email, instant messages, text messages, and Internet postings.~~

~~As is required by Massachusetts General Law, curriculum concerning the prevention of bullying and the fostering of a safe and nurturing school climate at each school shall be implemented in the Newburyport Public Schools.~~

~~All reports of bullying will be promptly investigated and will subject the perpetrator(s) to disciplinary action in accordance with the student handbooks/policies and/or the collective bargaining agreement. Bullying actions will include, when appropriate, referral to law enforcement agencies or other state agencies. Newburyport Public Schools will support this policy in all aspects of its activities, including its curricula, instructional programs, staff development, extracurricular activities and parental involvement.~~



~~This policy applies to all sites and activities under the supervision and control of the district, or where it has jurisdiction under the law, including school grounds, property immediately adjacent to school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased, or used by a school district or school, or through the use of technology or an electronic device owned, leased, or used by a school district or school.~~

~~Bullying is also prohibited at a location, activity, function or program that is not school-related or through the use of technology or an electronic device that is not owned, leased or used by the district, if the act or acts in question create a hostile environment at school for the target, infringe on the rights of the target at school or materially and substantially disrupt the education process or the orderly operation of the school.~~

~~The School Committee expects the Superintendent or his/her designees, to make clear to students and staff members that bullying will not be tolerated and will be grounds for disciplinary action.~~

~~All staff members are required to report any bullying or harassment they see or learn about. The district will promptly and reasonably investigate allegations of harassment, including bullying. The Principal or his/her designee will be responsible for handling all complaints by students alleging harassment or bullying. Retaliation against a person who reports bullying, who provides information during an investigation of bullying, or who is a witness to or has reliable information about bullying, is prohibited.~~

~~Nothing in this policy is designed or intended to limit the District's authority to discipline or take remedial action under General Laws Chapter 71, §37H or other statutes or regulations, or in response to violent, harmful, or disruptive behavior, regardless of whether this policy covers the conduct. Reports of cyberbullying by electronic or other means, occurring in or out of school will be reviewed and, when a connection to school exists, will prompt investigation and disciplinary action.~~

~~The Superintendent will develop administrative guidelines and procedures for implementation of this policy, consistent with the requirements of M.G.L. Chapter 71 §37O and related guidelines issued by the Department of Elementary and Secondary Education. The Superintendent in conjunction with principals will publish disciplinary policies in Student Handbooks, which shall prohibit bullying and shall include the bullying prevention and intervention plan required by Chapter 71, §37O of the Laws of the Commonwealth. Student handbooks shall include age appropriate summaries of the student related sections of the district's bullying prevention and intervention plan.~~

~~The Superintendent and/or his/her designee shall develop, adhere to, and update a plan to address bullying prevention and intervention, in consultation with district stakeholders. The plan shall be reviewed and updated at least biennially. The bullying intervention plan will recognize that certain students may be more vulnerable to become a target of bullying and harassment based on actual or perceived differentiating characteristics, including "race, color, religion, ancestry, national origin, sex, socioeconomic status, homelessness, academic status, gender identity or expression, physical appearance, pregnant or parenting status, sexual orientation, mental, physical, developmental or sensory~~

~~¶  
disability or by association with a person who has or is perceived to have 1 or more of these  
characteristics.” The District’s bullying intervention plan will include the specific steps that each school  
will take to support these vulnerable students and to provide all students with the skills, knowledge and  
strategies needed to prevent or respond to bullying or harassment. ¶~~

~~¶~~

~~¶~~

~~LEGAL REFS.: MGL Chapter 71, §37 & Massachusetts Equal Educational Opportunities  
Regulations, 603 CMR 26.00. ¶~~

~~¶~~

~~CROSS REF.: Student Handbooks ¶~~

## **UPDATED POLICY**

File: JICFB

### **BULLYING PREVENTION**

The School Committee is committed to providing a safe, positive and productive educational environment where students can achieve the highest academic standards. No student shall be subjected to harassment, intimidation, bullying, or cyber-bullying.

“Bullying” is the repeated use by one or more students or school staff members of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, directed at a target that:

- causes physical or emotional harm to the target or damage to the target’s property;
- places the target in reasonable fear of harm to themselves, or of damage to their property;
- creates a hostile environment at school for the target;
- infringes on the rights of the target at school; or
- materially and substantially disrupts the education process or the orderly operation of a school.

“Cyber-bullying” means bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature.

Cyber-bullying shall also include the creation of electronic medium in which the creator assumes the identity of another person or knowingly impersonates another person as author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying.

Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

Bullying and cyber-bullying may occur in and out of school, during and after school hours, at home and in locations outside of the home. When bullying and cyber-bullying are alleged, the full cooperation and assistance of parents/guardians and families are expected.

For the purpose of this policy, whenever the term bullying is used it is to denote either bullying, or cyber-bullying.

Bullying is prohibited:

- On school grounds;
- On property immediately adjacent to school grounds;
- At school-sponsored or school-related activities;
- At functions or programs whether on or off school grounds
- At school bus stops;
- On school buses or other vehicles owned, leased or used by the school district; or,
- Through the use of technology or an electronic device owned, leased or used by the school district;

Bullying and cyber-bullying are prohibited at a location, activity, function or program that is not school-related or through the use of technology or an electronic device that is not owned, leased or used by the school district if the act or acts in question:

- create a hostile environment at school for the target;
- infringe on the rights of the target at school; and/or
- materially and substantially disrupt the education process or the orderly operation of a school.

#### Prevention and Intervention Plan

The Superintendent and/or their designee shall oversee the development of a prevention and intervention plan, in consultation with all district stakeholders, which may include teachers, school staff, professional support personnel, school volunteers, administrators, community representatives, local law enforcement agencies, students, parents and guardians, consistent with the requirements of this policy, as well as state and federal laws. The bullying prevention and intervention plan shall be reviewed and updated at least biennially.

The Principal is responsible for the implementation and oversight of the bullying prevention and implementation plan within their school.

#### Reporting

Students, who believe that they are a target of bullying, observe an act of bullying, or who have reasonable grounds to believe that these behaviors are taking place, are obligated to report incidents to a member of the school staff. The target shall, however, not be subject to discipline for failing to report bullying.

Each school shall have a means for anonymous reporting by students of incidents of bullying. No formal disciplinary action shall be taken solely on the basis of an anonymous report.

Any student who knowingly makes a false accusation of bullying shall be subject to disciplinary action.

Parents or guardians, or members of the community, are encouraged to report an incident of bullying as soon as possible.

A member of a school staff shall immediately report any instance of bullying the staff member has witnessed or become aware of to the school principal or their designee.

#### Investigation Procedures

The Principal or their designee, upon receipt of a viable report, shall promptly contact the parents or guardians of a student who has been the alleged target or alleged perpetrator of bullying. The actions being taken to prevent further acts of bullying shall be discussed.

The school Principal or a designee shall promptly investigate the report of bullying, using a Bullying/Cyber-bullying Report Form which may include interviewing the alleged target, alleged perpetrator, staff members, students and/or witnesses.

Support staff shall assess an alleged target's needs for protection and create and implement a safety plan that shall restore a sense of safety for that student.

Confidentiality shall be used to protect a person who reports bullying, provides information during an investigation of bullying, or is witness to or has reliable information about an act of bullying.

If the school Principal or a designee determines that bullying has occurred they shall take appropriate disciplinary action and if it is believed that criminal charges may be pursued against the perpetrator, the principal shall consult with the school's resource officer and the Superintendent to determine if criminal charges are warranted. If it is determined that criminal charges are warranted, the local law enforcement agency shall be notified.

The investigation shall be completed within fourteen school days from the date of the report. The parents or guardians shall be contacted upon completion of the investigation and informed of the results, including whether the allegations were found to be factual, whether a violation of this policy was found, and whether disciplinary action has or shall be taken. At a minimum the Principal or their designee shall contact the parents or guardians as to the status of the investigation on a weekly basis.

Disciplinary actions for students who have committed an act of bullying or retaliation shall be in accordance with district disciplinary policies.

Each school shall document any incident of bullying that is reported per this policy and a file shall be maintained by the Principal or designee. A monthly report shall be provided to the Superintendent.

Confidentiality shall be maintained to the extent consistent with the school's obligations under law.

#### Retaliation

Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying, shall be prohibited.

#### Target Assistance

The school district shall provide counseling or referral to appropriate services, including guidance, academic intervention, and protection to students, both targets and perpetrators, affected by bullying, as necessary.

#### Training and Assessment

Annual training shall be provided for school employees and volunteers who have significant contact with students in preventing, identifying, responding to, and reporting incidents of bullying.

Age-appropriate, evidence-based instruction on bullying prevention shall be incorporated into the curriculum for all K to 12 students.

#### Publication and Notice

Annual written notice of the relevant sections of the bullying prevention and intervention plan shall be provided to students and their parents or guardians, in age-appropriate terms.

Annual written notice of the bullying prevention and intervention plan shall be provided to all school staff. The faculty and staff at each school shall be trained annually on the bullying prevention and intervention plan applicable to the school.

Relevant sections of the bullying prevention and intervention plan relating to the duties of faculty and staff shall be included in the school employee handbook.

The bullying prevention and intervention plan shall be posted on the school district website.

**LEGAL REFS.:** Title VII, Section 703, Civil Rights Act of 1964 as amended  
Federal Regulation 74676 issued by EEO Commission  
Title IX of the Education Amendments of 1972  
603 CMR 26.00  
M.G.L. 71:37O; 265:43, 43A; 268:13B; 269:14A

**REFERENCES:** Massachusetts Department of Elementary and Secondary Education's Model  
Bullying Prevention and Intervention Plan

**CROSS REFS.:** AC, Nondiscrimination  
ACAB, Sexual Harassment  
JIC, Student Discipline  
JICFA, Prohibition of Hazing



## ALCOHOL, TOBACCO, AND DRUG USE BY STUDENTS PROHIBITED

A student shall not, regardless of the quantity, use or consume, possess, buy or sell, or give away any beverage containing alcohol; any tobacco product, including vapor/E-cigarettes; marijuana; steroids; or any controlled substance. The School Committee prohibits the use or consumption by students of alcohol, tobacco products, or drugs on school property, at any school function, or at any school sponsored event.

Additionally, any student who is under the influence of drugs or alcoholic beverages prior to, or during, attendance at or participation in a school-sponsored activity, will be barred from that activity and may be subject to disciplinary action.

### Verbal Screening

- The school district shall utilize, in accordance with law, a verbal screening tool approved by the Department of Elementary and Secondary Education to screen students for substance abuse disorders. The tool shall be administered by trained staff on an annual basis at grades 7 and 9.
- Parents/guardians shall be notified prior to the opening of school each year. Parents/guardians shall have the right to opt out of the screening by written notice prior to or during the screening.
- All statements made by a student during a screening are confidential and shall not be disclosed except in the event of immediate medical emergency or in accordance with law. De-identified results shall be reported to the Department of Public Health within 90 days of the completion of the screening process.

This policy shall be posted on the district's website and notice shall be provided to all students and parents of this policy 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. 71:2A; 71:96; 71:97; 272:40A

CROSS REFS.: ADC, Tobacco Products on School Premises Prohibited  
GBED, Tobacco use on School Property by Staff Members Prohibited  
IHAMB, Teaching About Alcohol, Tobacco and Drugs  
GBEC, Drug Free Workplace Policy

Adopted: 6/19/17

## **NEW POLICY**

File: JICK

### **HARASSMENT OF STUDENTS**

Harassment of students by other students, employees, vendors and other third parties will not be tolerated in the Newburyport Public Schools. The alleged harassment must involve conduct that occurred within the school's own program or activity, such as whether the harassment occurred at a location or under circumstances where the school owned, or substantially controlled the premises, exercised oversight, supervision or discipline over the location or participants, or funded, sponsored, promoted or endorsed the event where the alleged harassment occurred, against a person in the United States. This policy is in effect while students are on school grounds, School District property or property within the jurisdiction of the School District, school buses, or attending or engaging in school sponsored activities.

Harassment prohibited by the District includes, but is not limited to, harassment on the basis race\*, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, active military/veteran status, marital status, familial status, pregnancy, or pregnancy-related condition, homelessness, ancestry, ethnic background, national origin, or any other category protected by state or federal law. Students whose behavior is found to be in violation of this policy will be subject to disciplinary action up to and including suspension or expulsion pursuant to disciplinary codes. Employees who have been found to violate this policy will be subject to discipline up to and including, termination of employment, subject to contractual disciplinary obligations.

**Employee-to-Student Harassment** means conduct of a written, verbal or physical nature that is designed to embarrass distress, agitate, disturb or trouble students when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a student's education or of a student's participation in school programs or activities; or
- Submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student.

**Student- to-Student Harassment** means conduct of a written, verbal, or physical nature that is designed to embarrass, distress, agitate, disturb or trouble students, when:

- Such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating or hostile learning environment.

Harassment as described above may include, but is not limited to:

- Written, verbal, or physical (including texting, blogging, or other technological methods) harassment or abuse;
- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one's grades, achievements, or other school matter.
- Demeaning jokes, stories, or activities directed at the student.

By law, what constitutes harassment is determined from the perspective of a reasonable person with the characteristic on which the harassment is based. Individuals should consider how their words and actions might reasonably be viewed by others.



The District will promptly and reasonably investigate allegations of harassment through designation of Title IX Coordinator or building based employees, who may include principals or their designees. The superintendent will recommend, in consultation with the principals, opportunities to the designated recipients for appropriate training. Where it is determined that discrimination or harassment has occurred, the District will act promptly to eliminate the conduct and will impose developmentally appropriate disciplinary, restorative and/or corrective action.

The District will respond promptly and reasonably investigate allegations of sexual harassment through designation of the Title IX Coordinator or building based employees to any reports or complaints of discrimination, including harassment and retaliation, or other violations of civil rights, pursuant to our detailed response protocol. Where it is determined that discrimination or harassment has occurred, the District will act promptly to eliminate the conduct and will impose developmentally- appropriate disciplinary, restorative, and/or corrective action.

\*race to include traits historically associated with race, including, but not limited to, hair texture, hair type, hair length and protective hairstyles.

LEGAL REF.: M.G.L. 151B:3A  
Title IX of the Education Amendments of 1972  
BESE 603 CMR 26:00  
34 CFR 106.44 (a), (a)-(b)  
34 CFR 106.45 (a)-(b) (1)  
34 CFR 106.45 (b)(2)-(b)(3,4,5,6,7) as revised through June 2020  
Acts of 2022, Chapter 117

CROSS REF.: AC, Non-Discrimination Policy Including Harassment and Retaliation

## SEARCHES AND INTERROGATIONS

### Searches by Staff

The right of inspection of students' school lockers is inherent in the authority granted school committees and administrators. This authority may be exercised as needed in the interest of safeguarding children, personal and school property.

Nevertheless, exercise of that authority by school officials places demands upon their judgment so as to protect each child's constitutional rights to personal privacy and protection from coercion and to act in the best interest of all students and the schools.

Searches by school officials of students' automobiles or the student will be conducted in a way that protects the students' rights consistent with the responsibility of the school system to provide an atmosphere conducive to the educational process.

### Interrogations by Police

The schools have legal custody of students during the school day and during hours of approved extracurricular activities. It is the responsibility of the school administration to make an effort to protect each student's rights with respect to interrogations by law enforcement officials. Therefore:

1. When law enforcement officials find it necessary to question students during the school day or periods of extracurricular activities, the school Principal or ~~his/her designee~~ **another building administrator** will be present ~~when possible~~. An effort will be made to contact the student's parent/guardian or guardian so that the responsible individual may be notified of the situation.
2. If custody and/or arrest are involved, the Principal will request that all procedural safeguards, as prescribed by law, ~~be observed~~ **are followed** by the law enforcement officials.

LEGAL REFS.: M.G.L. 269:17, 18, 19  
MOU: **District Attorney, Newburyport Police Department, Newburyport Public Schools**

Adopted: 6/19/17

## **STUDENT COMPLAINTS AND GRIEVANCES**

The School Committee recognizes that there may be conditions in the school system that are in need of improvement and that students should have some means by which their concerns may be effectively expressed, considered, and dealt with fairly. Such means, if well-conceived, and understood in advance, can do much to maintain harmonious relationships among the schools and the students and community. Every attempt will be made to seek a satisfactory solution to any concerns in a friendly and informal manner.

Students--and their parents and/or guardians, who believe that a student has received unfair treatment may bring forward their grievance through the appropriate channels. Appeals of disciplinary cases will be required to follow the district's policy on student discipline. Any applicable provisions of the Massachusetts General Laws or federal law will be followed by school officials in conducting hearings.

CROSS REF.:       JIC, Student Discipline  
                      JIB, Student Involvement in Decision Making

Adopted: 6/19/17

~~CO CURRICULAR AND EXTRACURRICULAR ACTIVITIES~~

- ~~1. Advantages and privileges of Newburyport Public Schools include all extracurricular activities made available, sponsored or supervised by any public school. No school shall sponsor or participate in the organization of outside extracurricular activities conducted at such schools which restrict students' participation on the basis of race, color, sex, gender identity, religion, disability, sexual orientation or national origin. 603 CMR 26.06(1) does not prohibit School Committees from allowing use of school premises by independent groups with restrictive membership.~~
- ~~2. No student shall be denied the opportunity in any implied or explicit manner to participate in an extracurricular activity because of the race, color, sex, religion, disability, sexual orientation or national origin of the student except as provided in 603 CMR 26.06(7).~~
- ~~3. Each school system shall provide a fair distribution of athletic expenditures. Each school within such system shall provide equal opportunity for male and female students to participate in intramural and interscholastic sports. Factors considered in determining equal opportunity shall include budgetary allocations, the proportion of male and female students in the student body, the number and nature of activities offered, levels of competition, equipment (including rate of replacement), supplies, awards, uniforms, facilities, scheduling of games and practice times, travel opportunities and allowances, opportunities to receive equitable coaching and instruction at each level of competition and the availability of services such as medical and insurance coverage, publicity, clerical and administrative staff, scouting services and audio-visual aids.~~
- ~~4. In developing its athletic program, a school shall be required to demonstrate good faith by taking into account determined student interest.~~
- ~~5. In order to insure fair distribution of athletic expenditures as defined in 603 CMR 26.06(4), each school shall indicate in the budget that is reviewed by the School Committee the anticipated expenditure for each interscholastic and intramural athletic activity and the anticipated student participation in the activity by number and sex.~~
- ~~6. A school may establish separate teams for males and females for interscholastic and intramural competition in a particular sport, provided that the requirements of 603 CMR 26.06(8) are satisfied.~~
- ~~7. Teams comprised primarily or solely of persons of one sex shall be granted equal instruction, training, coaching, access to available facilities, equipment and opportunities to practice and compete as teams engaged in a similar activity comprised primarily or solely of persons of the opposite sex.~~
- ~~8. Participation in extracurricular activities shall be actively encouraged by each school for both boys and girls and for racial and ethnic minorities. When offering extracurricular programs, schools shall take into consideration the ethnic traditions of the student body. Criteria not related to skill levels~~

~~which act to exclude members of one sex or any racial, religious, or ethnic group represented in the school from participation in specific athletic or other extracurricular activities cannot be permitted.~~¶

~~LEGAL REFS.: M.G.L. 71:47¶  
603 CMR 26.06~~

## **UPDATED POLICY**

File: JJ

### **CO-CURRICULAR AND EXTRACURRICULAR ACTIVITIES**

The School Committee believes that student activities are a vital part of the total educational program and should be used as a means for developing wholesome attitudes and good human relations and knowledge and skills. Therefore, the schools will provide a broad and balanced program of activities geared to the various ages, interests, and needs of students.

The following will serve as guides in the organization of student activities:

1. The goal for each student will be a balanced program of appropriate academic studies and activities to be determined by the school, the parents/guardians, and the student. This should be a shared responsibility.
2. Guidance will be offered to encourage participation of all students in appropriate activities and to prevent over-emphasis on extracurricular activities at the cost of academic performance.
3. All activities will be supervised; all clubs and groups will have a faculty advisor.

LEGAL REF.:        M.G.L. 71:47  
                      603 CMR 26.06

## STUDENT ORGANIZATIONS

Student organizations in the District shall be encouraged when they meet the criteria of contributing to student self-esteem and performance and should operate within the framework of state statutes, School Committee policies, and administrative procedures.

Each building Principal shall develop general guidelines for the establishment and operation of student organizations within the particular school. Among other provisions, such guidelines shall require the approval of the Principal prior to the formation of any club or organization in the school and the assignment of at least one faculty or designated adult advisor to each approved student organization. Within such guidelines will be provisions for a periodic review of all student organizations.

The formation of any student organization that may engage in activities of a controversial nature shall require approval by the ~~School Committee~~board.

All student organizations shall be required to open membership to all interested and/or eligible students. Disruptive groups, secret societies, and/or gangs shall not receive recognition in any manner under this policy.

All forms of hazing in initiations shall be prohibited in a student organization. No initiation shall be held for a student organization which will bring criticism to the school system or be degrading to the student.

The faculty or designated adult advisor must attend every meeting of the student organization whether conducted on school premises or at another location.

### Student Organizations - High Schools

In addition to the above requirements, all clubs or organizations at the high school level will relate to the subject matter covered by the curriculum. The Principal is responsible for determining that the purpose of a student organization is related to the curriculum. The Principal is authorized to deny requests by unauthorized student organizations desiring to meet or form in a particular school, the Principal shall inform the group of the reasons for the denial. The students and/or group may submit a written request to the appropriate District administrator for review of the Principal's decision.

LEGAL REF.: 603 CMR 26.00

CROSS REF: JICF, Gang Activities/Secret Societies

Adopted: 6/19/17

## **STUDENT OVERNIGHT OR LATE NIGHT TRAVEL**

All student trips which include late night or overnight travel must have prior approval of the School Committee. Initial approval by the School Committee is required before engaging students in fundraising activities. The School Committee will also consider the educational value of the trip in relation to the cost prior to granting initial approval. Overnight trips should offer significant educational benefits to students that clearly justify the time and expense of the trip. Such trips should be appropriate for the grade level.

Final approval will not be granted until all preparations for the trip have been completed including, but not limited to, all logistical details involving transportation, accommodation arrangements and fundraising efforts. The School Committee requires that final approval be sought no less than 30 days prior to the scheduled trip dates.

Teachers and other school staff are prohibited from soliciting for privately run trips through the school system and in the schools. The School Committee will only review for approval school-sanctioned trips. The School Committee will not review or approve trips that are privately organized and run without school sanctioning.

**LEGAL REFS.:** M.G.L. 69:1B; 71:37N

**CROSS REFS.:** IJOA, Field Trips

Adopted: 6/19/17



## **INTERSCHOLASTIC ATHLETICS**

The School Committee believes that students will benefit from the experiences in self-discipline and team effort made possible through participation in inter-school sports.

**District P** participation in interscholastic athletics will be subject to approval by the School Committee and will be in accordance with regulations and recommendations of the Massachusetts Interscholastic Athletic Association.

At the high school level, interscholastic athletic competition will include a variety of sports. Students will be allowed to participate in individual sports on the basis of their abilities and desire. Additionally, intramural athletic activities will be offered as an outgrowth of class instruction in physical education.

The School Committee is aware that team participation in athletic contests by members of the student body requires that "away games" be scheduled. It also recognizes that there is a need to regulate certain aspects of student participation in such contests. Therefore, the Superintendent will establish regulations to ensure the safety and well-being of students and staff members who participate in these activities

**LEGAL REFS.:** M.G.L. 71:47; 71:54A; 76:5  
603 CMR 26.00

**CROSS REFS.:** AC, Nondiscrimination (and subcodes)

Adopted: 6/19/17

## **STUDENT CONDUCT ~~POLICY ENFORCEMENT~~**

The Massachusetts General Laws require the School Committee to adopt written policies, rules and regulations not inconsistent with law, which may relate to study, discipline, conduct, safety and welfare of all students, or any classification thereof, enrolled in the public schools of the District.

The implementation of the general rules of conduct is the responsibility of the Principal and the professional staff of the building. In order to do this, each school staff in the District shall develop specific rules not inconsistent with the law nor in conflict with School Committee policy. These building rules shall be an extension of the District policies by being more specific as they relate to the individual schools.

The purpose of disciplinary action is to restore acceptable behavior. When disciplinary action is necessary, it shall be administered with fairness and shall relate to the individual needs and the individual circumstances.

Students violating any of the policies on student conduct and control will be subject to disciplinary action. The degree, frequency, and circumstances surrounding each incident shall determine the method used in enforcing these policies. Most of the situations which require disciplinary action can be resolved within the confines of the classroom or as they occur by reasonable but firm reprimand, and/or by teacher conferences with the student and/or parents or guardians.

If a situation should arise in which there is no applicable written policy, the staff member shall be expected to exercise reasonable and professional judgment.

LEGAL REFS.: M.G.L. 71:37H; 71:37H ½; 71:37H ¾; 71:37L; 76:16; 76:17  
603 CMR 53.00

Adopted: 6/19/17

DELETE

File: JKA

~~CORPORAL PUNISHMENT~~

~~State law provides that:~~

~~The power of the School Committee or of any teacher or other employee or agent of the Committee to maintain discipline on school property shall not include the right to inflict corporal punishment upon any student.~~

~~LEGAL REF.: 71.27C~~

## PHYSICAL RESTRAINT OF STUDENTS

Maintaining an orderly, safe environment conducive to learning is an expectation of all staff members of the school district. Further, students of the district are protected by law from the unreasonable use of physical restraint. Such restraint shall be used only in emergency situations of last resort after other lawful and less intrusive alternatives have failed or been deemed inappropriate, and with extreme caution.

When an emergency situation arises, and physical restraint is the only option deemed appropriate to prevent a student from injuring himself or herself, another student or school community member, a teacher or employee or agent of the school district may use such reasonable force needed to protect students, other persons or themselves from assault or imminent, serious, physical harm.

The definitions of forms of restraint shall be as defined in 603CMR 46.02.

The use of mechanical restraint, medical restraint, and seclusion is prohibited.

The power of the School Committee or of any teacher or other employee or agent of the Committee to maintain discipline on school property shall not include the right to inflict corporal punishment upon any student.

Physical restraint, including prone restraint where permitted under 603 CMR 46.03, shall be considered an emergency procedure of last resort and shall be prohibited except when a student's behavior poses a threat of assault, or imminent, serious, physical harm to themselves and/or others and the student is not responsive to verbal directives or other lawful and less intrusive behavior interventions are deemed inappropriate.

The Superintendent will develop procedures identifying:

- Appropriate responses to student behavior that may require immediate intervention;
- Methods of preventing student violence, self-injurious behavior, and suicide including crisis planning and de-escalation of potentially dangerous behaviors among groups of students or individuals;
- Descriptions and explanations of alternatives to physical restraint as well as the school's method of physical restraint for use in emergency situations;
- Descriptions of the school's training and procedures to comply with reporting requirements; including, but not limited to making reasonable efforts to orally notify a parent/guardian of the use of restraint within 24 hours of its imposition;
- Procedures for receiving and investigating complaints;
- Methods for engaging parents in discussions about restraint prevention and use of restraint solely as an emergency procedure;
- A statement prohibiting: medication restraint, mechanical restraint, prone restraint unless permitted by 603 CMR 46.03(1)(b), seclusion, and the use of physical restraint in a manner inconsistent with 603 CMR 46.00,
- A process for obtaining principal approval for a time out exceeding 30 minutes.

Each building Principal will identify staff members to serve as a school-wide resource to assist in ensuring proper administration of physical restraint. These staff members will participate in an in-depth training program in the use of physical restraint.

In addition, each staff member will be trained regarding the school's physical restraint policy and accompanying procedures. The Principal will arrange training to occur in the first month of each school year, or for staff hired after the beginning of the school year, within a month of their employment.

Physical restraint is prohibited as a means of punishment, or as a response to destruction of property, disruption of school order, a student's refusal to comply with a school rule or staff directive, or verbal threats that do not constitute a threat of imminent, serious physical harm to the student or others.

Physical restraint is prohibited when it is medically contraindicated for reasons including, but not limited to, asthma, seizures, a cardiac condition, obesity, bronchitis, communication-related disabilities, or risk of vomiting.

The use of "time out" procedures during which a staff member remains accessible to the student shall not be considered "seclusion restraint".

This policy and its accompanying procedures shall be reviewed and disseminated to staff annually and made available to parents of enrolled students. The Superintendent shall provide a copy of the Physical Restraint regulations to each Principal, who shall sign a form acknowledging receipt thereof.

LEGAL REFS.:       M.G.L. 71:37G  
                      603 CMR 46.00

Version Control

Adopted: 6/19/17  
Revised: 5/3/21

## STUDENT WELFARE

### Supervision of Students

School personnel assigned supervision are expected to act as reasonably prudent adults in providing for the safety of the students in their charge.

In keeping with this expected prudence, no teacher or other staff member will leave his/her assigned group unsupervised except when an arrangement has been made to take care of an emergency.

During school hours or while engaging in school-sponsored activities, students will be released only into the custody of parents or other persons authorized in writing by a parent or guardian.

### Reporting to Authorities - Suspected Child Abuse or Neglect

Any school official or employee shall report any suspected child abuse or neglect as required by M.G.L. Ch. 119, S 51A.

In accordance with the law, the District shall establish the necessary regulations and procedures to comply with the intent of the Act consistent with the District's responsibility to the students, parents, District personnel, and the community.

### Student Safety

Instruction in courses in industrial arts, science, homemaking, art, physical education, health, and safety will include and emphasize accident prevention.

Safety instruction will precede the use of materials and equipment by students in applicable units of work, and instructors will teach and enforce all safety rules set up for the particular courses. These include the wearing of protective eye devices in appropriate activities.

### Safety on the Playground and Playing Field

The District shall provide safe play areas. Precautionary measures, which the District requires, shall include:

- A periodic inspection of the school's playground and playing fields by the Principal of the school and others as may be deemed appropriate;
- Instruction of students in the proper use of equipment;
- Supervision of both organized and unorganized activity.

**Fire Drills and Reporting**

The District shall cooperate with appropriate fire departments in the conduct of fire drills. The Principal of any public or private school, containing any of grades 1 to 12, shall immediately report any incident of unauthorized ignition of any fire within the school building or on school grounds, to the local fire department. Within 24 hours, the Principal shall submit a written report of the incident to the head of the fire department on a form furnished by the Department of Fire Services. The Principal must file this report whether or not the fire department responded.

LEGAL REFS.:        71:37L; 148:2A

CROSS REFS.:        EB, Safety Program  
                         EBB, First Aid

Adopted: 6/19/17

~~STUDENT INSURANCE PROGRAM~~

~~A noncompulsory accident insurance plan totally administered by an insurance company may be made available to students. The District does not assume any responsibility regarding service, claims, or other matters relating to the insurance program.~~

~~All students participating in competitive athletics shall be required to be covered by a medical insurance plan.~~



## STUDENT HEALTH SERVICES AND REQUIREMENTS

Activities may include identification of student health needs, health screening tests (including eye and hearing screening tests), communicable disease prevention and control, promotion of the correction of remediable health defects, emergency care of the ill and injured, health counseling, health and safety education, and the maintenance of a healthful school environment.

The District recognizes that parent/guardian(s) have the primary responsibility for the health of their students. The school will cooperate with appropriate professional organizations associated with maintaining individual and community health and safety.

The District shall provide the services of a medical consultant who shall render medical and administrative consultative services for personnel responsible for school health and athletics.

### Procedures for Emergency at School

School personnel shall give only emergency care to students who become ill or injured on school property, buses, or while under school supervision.

Each year parent/guardian(s) shall supply information such as the name, address, and phone number of a ~~neighbor~~ family member or other individual to be contacted in case the parent/guardian is not available; and any allergies or diseases the student might have.

The District shall maintain a Medical Emergency Response Plan, as required by law, and an Emergency Procedures Handbook, which shall be utilized by District personnel for handling emergencies. Emergency procedures shall include the following:

- Provision for care beyond First Aid, which would enable care by the family or its physician or the local Emergency Medical Services agencies. In instances when the EMS is required, every effort shall be made to provide the unit with the student's Emergency Card which lists any allergies or diseases the student might have;
- Information relative to not permitting the administration of any form of medicine or drugs to students without written approval of parent/guardian(s). Requests made by parent/guardian(s) for such administration of medication shall be reviewed and approved by the Principal or designee;
- Provisions for reporting all accidents, cases of injury, or illness to the Principal. Provisions shall be made (in all cases of injury or illness involving possible legal or public relations implications) for reporting such to the appropriate executive director of education immediately;
- Prompt reporting by teachers to the Principal or designee any accident or serious illness and such reports will be filed with the Superintendent's office.

### Student Illness or Injury

In case of illness or injury, the parent or guardian will be contacted and asked to call for the student or of possible provide the transportation.

File: JLC

Transportation of an ill or injured student is not normally to be provided by the school. If the parent cannot provide transportation and the student is ill or injured, a taxi may be called to assist with transporting the student and a family member if necessary. Expense incurred as a result of emergency ambulance use will not be borne by the District.

Transportation of a student by school personnel will be done only in an emergency and by the individual so designated by the school administrator.

LEGAL REF.: M.G.L. 71:53; 54; 54A; 54B; 55; 55A; 55B; 56; 57; 69:8A

CROSS REFS.: EBB, First Aid  
EBC, Emergency Plans  
JLCD, Administration of Medications to Students

Adopted: 6/19/17

## PHYSICAL EXAMINATION OF STUDENTS

Every student will be examined for screening in sight, hearing, BMI\*, and for other physical problems as provided in the law and regulation. A record of the results will be kept by the school nurse.

Every student shall submit record of a current general physical examination: upon entering school and upon admittance to the fourth, seventh, and tenth grades. The results of examinations will be a basis for determining what corrective measures or modifications of school activities, if any, should be recommended. A record of all examinations and recommendations will be kept.

Every candidate for a school athletic team will present the signed consent of parent or guardian in order to participate on a squad and will provide current health and fitness release by the student's medical provider to participate in athletics by providing a recent physical examination.¶

School nurses assess students who enter the health office or are referred for an evaluation and parents/guardians are notified if necessary with the appropriate nursing assessment and/or follow up recommendations

The school physician will make a prompt examination of all children referred to them by the school nurse. They will examine school employees when, in their opinion, the protection of the student's health may require it. Except in an emergency, the school physician will not prescribe for or treat any student.

The school nurse will make periodic reports to the Superintendent and building principal of the number of students examined; returned to class rate, the number sent home; and any other pertinent information relative to health services for that building. In all cases of exclusion or recommendation, the causes will be included in the report.

Department of Health Regulations call for vision screenings in Grades 1-5, once between 6-8, and once between 9-12; hearing screenings in grades 1-3, once between 6-8, and once between 9-12; BMI in grades 1, 4, 7, 10.

LEGAL REFS.: M.G.L. 71:53; 54; 56; 57  
105 CMR 200

CROSS REF: JF SCHOOL ADMISSIONS

Adopted: 6/19/17

~~INOCULATIONS~~ IMMUNIZATION OF STUDENTS

Students entering school for the first time, whether at kindergarten or through transfer from another school system, will be required to present a physician's certificate attesting to immunization against communicable diseases as may be specified from time to time by the Department of Public Health. The only exception to these requirements will be made on receipt of a written statement from a doctor that immunization would not be in the best interests of the child, or by the student's parent or guardian stating that vaccination or immunization is contrary to the religious beliefs of the student or parent, or the student is deemed homeless under the guidelines of the McKinney Vento Act.

LEGAL REF.: M.G.L. 76:15

CROSS REF: JF: SCHOOL ADMISSIONS

Adopted: 6/19/17

## COMMUNICABLE DISEASES

The District is required to provide educational services to all school age children who reside within its boundaries. By law, however, admission to school may be denied to any child diagnosed as having a disease whereby attendance could be harmful to the welfare of other students and staff, subject to the District's responsibilities to handicapped children under the law.

The School Committee recognizes that communicable diseases which may afflict students range from common childhood diseases, acute and short-term in nature, to chronic, life-threatening diseases.

Management of common and uncommon communicable diseases shall be in accordance with Massachusetts Department of Health guidelines. A student who exhibits symptoms of a communicable disease may be temporarily excluded from school attendance. The District reserves the right to require a physician's statement authorizing the student's return to school.

The educational placement of a student who is medically diagnosed as having a life-threatening communicable disease shall be determined on an individual basis in accordance with this policy, Mandates from the Department of Health, and accompanying administrative procedures. Decisions about the proper educational placement shall be based on the student's behavior, neurological development, and physical condition; the expected type of interaction with others in school setting; and the susceptibility to other diseases and the likelihood of presenting risks to others will be taken into consideration. A regular review of the placement decision shall be conducted to assess changes in the student's physical condition, or based on new information or research that may warrant a change in a student's placement.

In the event a student with a life-threatening communicable disease qualifies for services as a ~~disabled handicapped~~ child under state and federal law, the procedures for determining the appropriate educational placement in the least restrictive environment shall be used in lieu of the procedures designated above.

Neither this policy nor the placement of a student in any particular program shall preclude the administration from taking any temporary actions including removal of a student from the classroom as deemed necessary to protect the health, safety, and welfare of the student, staff, and others.

In all proceedings related to this policy, the District shall respect the student's right to privacy. Only those persons with a direct need to know shall be informed of the specific nature of the student's condition. The determination of those who need to know shall be made by the Superintendent.

LEGAL REF.: M.G.L. 71:55

Adopted: 6/19/17

## ADMINISTERING MEDICINES TO STUDENTS

Medication may not be administered to students while at school unless such medicine is given to them by the school nurse acting under specific written request of the parent or guardian and under the written directive of the student's personal physician (see below for exceptions) and/or school physician. If a student has been approved for self-administration by the student's physician, the student's parent, and the school nurse (who has final approval for self-administration) the student is deemed capable of self-administering their medication during the school day or during other specific times/activities beyond the school day (additional self-administration forms would be required for times beyond the school day. No one but the school nurse, and those others listed by school nurse, may give any medication to any student

### Exceptions:

- The school district shall, through the district nurse leader, register with the Dept. of Public Health and train personnel in the use of epinephrine auto-injectors.
- The school district may, in conjunction with the School Physician and the School Nurse Leader, stock nasal naloxone (Narcan) and trained medical personnel and first responders may administer nasal naloxone to individuals experiencing a life threatening opiate overdose in a school setting.
- If the school district wishes medical personnel to train non-medical staff in the administration of nasal naloxone, the School Committee shall vote to approve such training and the Superintendent shall ensure that medical personnel have a written protocol which complies with medical directives and regulations from the Dept. of Public Health.
- Following consultation with the school nurse, students who fall into the following exceptions may self-administer medications:
  1. Students with asthma or other respiratory diseases may possess and administer prescription inhalers.
  2. Students with cystic fibrosis may possess and administer prescription enzyme supplements.
  3. Students with diabetes may possess and administer glucose monitoring tests and insulin delivery systems.
  4. Students with life threatening allergies may possess and administer epinephrine.

LEGAL REF.: ~~M.G.L. 71:55~~  
M.G.L. 71:54B  
Dept. of Public Health Regulations:  
105 CMR 210.00; 244 CMR 3.00

Adopted: 6/19/17

## ~~GUIDANCE PROGRAM~~

~~Guidance is defined as helping individuals understand themselves in the light of their abilities, aptitudes, interests, attitudes, strengths and limitations. This process should assist students in the development of their potential, their decisions relating to personal, educational, and vocational matters, and also in becoming capable of mature self guidance.~~

~~The school system's guidance program will be based on this definition and developed from these broad fundamental principles:~~

- ~~1. Individuals are different from one another in their capabilities, aptitudes, interests, needs, goals, desires and values.~~
- ~~2. Conditions may be improved. Equality of educational opportunity will benefit the individual and society.~~
- ~~3. Guidance is a continuous and developmental process. Every experience of the individual influences his/her performance in some way.~~
- ~~4. Guidance does not propose to program an individual's course of action but rather tries to assist him/her in arriving at his/her own satisfactory solutions.~~

~~Guidance services will include: educational guidance, testing programs, occupational, career, and higher education assistance and information; study aids; consultation services; and personal developmental guidance as needed. These services will be available to all students.~~

~~While some of the problems of the individual may relate to behavior and consequently entail guidance on behavior, student discipline will not be a regular function of guidance personnel.~~

~~LEGAL REFS.: M.G.L. 71:38 THROUGH 71:38F; 71:46G; 76:5  
603 CMR 26:00~~



~~STUDENT GIFTS AND SOLICITATIONS~~

~~Because of the embarrassment that might result among children, students will be discouraged from giving gifts to classroom teachers and other school personnel. For the same reason, there will be no formal exchange of gifts between students in the classroom.~~

~~Solicitation of funds for charitable purposes from students of the school system will be made only as approved by the superintendent.~~

~~Any organization desiring to distribute flyers or other materials to students in connection with fund drives may do so only with the approval of the Superintendent.~~

## **STUDENT RECORDS**

In order to provide students with appropriate instruction and educational services, it is necessary for the school system to maintain extensive and sometimes personal information about them and their families. It is essential that pertinent information in these records be readily available to appropriate school personnel, be accessible to the student's parents or legal guardian and/or the student in accordance with law, and yet be guarded as confidential information.

The Superintendent will provide for the proper administration of student records in keeping with state and federal requirements, and shall obtain a copy of the state student records regulations. The temporary record of each student ~~enrolled on or after June 2002~~ will be destroyed no later than seven years after the student transfers, graduates or withdraws from the School District. Written notice to the eligible student and his/her parent of the approximate date of destruction of the temporary record and their right to receive the information in whole or in part, shall be made at the time of such transfer, graduation, or withdrawal. The student's transcript may only be destroyed 60 years following his/her graduation, transfer, or withdrawal from the school system.

The Committee wishes to make clear that all individual student records of the school system are confidential. This extends to giving out individual addresses and telephone numbers.

LEGAL REFS.:      FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974  
                         P.L 93-380, AMENDED;  
                         PL103-382, 1994  
                         M.G.L. 66:10, 71:34A; B; D; E; H  
                         603 CMR 23:00

Adopted: 6/19/17