

NEWBURYPORT SCHOOL COMMITTEE

NEWBURYPORT, MASSACHUSETTS

School Committee Business Meeting
AMENDED

Monday, February 5, 2024

6:30PM

SC Packet Checklist: SC Business Meeting Agenda February 5, 2024 **
SC Business Meeting Agenda Notes February 5, 2024 **
SC Warrant February 5, 2024
SC Business Meeting Minutes January 16, 2024
SC Special Business Meeting Minutes January 25, 2024
ARP Qualifications & Schedules
FY24 SOI – Rupert A. Nock Middle School
FY24 SOI – Newburyport High School
Proposed Policy Changes:
Section J – Students

Newburyport Public Schools
School Committee Business Meeting ** AMENDED **
Monday, February 5, 2024

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

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

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

Business Meeting Agenda:

1. Call to Order

2. Public Comment

3. Student / Staff Recognitions

4. Introduction of new Director of Pupil Services

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

5. *Consent Agenda (Warrant and minutes of 1/16/2024 and 1/25/2024) – *possible Vote*

6. Student Representative Report

7. *FY24 Statement of Interest Submission – Rupert A. Nock Middle School – *possible Vote*

8. *FY24 Statement of Interest Submission – Newburyport High School – *possible Vote*

9. Transportation Bid Update

10. 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. – *1st read*

c. Fundraising Advisory Committee – Brian Callahan

d. CISL – Juliet Walker

11. Superintendent’s Report: Chronic Absenteeism Grant, HRC Holocaust Remembrance Day Presentation, Classroom Visits, and M.A.S.S. Mid-Winter Conference

12. 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

Monday, February 5, 2024

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

AGENDA NOTES - AMENDED

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

Business Meeting Agenda:

3. Student / Staff recognitions: *Seven members of the high school's Real World Design Challenge team are being 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.*

4. Introduction of new Director of Pupil Services: *Bradley Brooks*

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

5. *Consent Agenda (Warrant & minutes of 1/16/2024 and 1/25/2024) – *possible Vote*

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

7. *FY24 Statement of Interest (SOI) Submission – Rupert A. Nock Middle School – *possible Vote*
As required by the Massachusetts School Building Authority (MSBA), the district is seeking the School Committee's authorization to submit the FY24 SOI for the Rupert A. Nock Middle School to MSBA. (SOI and official certification statement attached)

8. *FY24 Statement of Interest (SOI) Submission – Newburyport High School – *possible Vote*
As required by the Massachusetts School Building Authority (MSBA), the district is seeking the School Committee's authorization to submit the FY24 SOI for Newburyport High School to MSBA. (SOI and official certification statement attached)

9. Transportation Bid Update: *The Business Office has been developing specifications for a transportation bid. Superintendent Sean Gallagher and Business Manager Phil Littlehale will provide an update.*

10. 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. – *1st read*

c. Fundraising Advisory Committee – Brian Callahan

d. CISL – Juliet Walker

continued next page

11. Superintendent's Report: *Chronic Absenteeism Grant, HRC Holocaust Remembrance Day Presentation, Classroom Visits, and M.A.S.S. Mid-Winter Conference*
12. New Business

FYI: Upcoming Dates:

- ✓ **Nock School Council Meeting:** Monday, February 5 @ 8:15AM
- ✓ **NHS School Council Meeting:** Tuesday, February 6 @ 5:00PM
- ✓ **NHS Program of Studies Night:** Tuesday, February 6 @ 6:30PM
- ✓ **Early Release Day:** Friday, February 9
- ✓ **Fundraising Advisory Committee:** Monday, February 12 @ 4:30PM
- ✓ **Policy Subcommittee Meeting:** Monday, February 12 @ 7:00PM
- ✓ **CISL Meeting:** Tuesday, February 13 @ 6:00PM
- ✓ **Superintendent's Advisory Council Meeting:** Tuesday, February 13 @ 7:00PM
- ✓ **FINCOM Subcommittee Meeting:** Thursday, February 15 @ 9:30AM
- ✓ **Winter Break:** February 19 thru 23
- ✓ **School Committee Business Meeting:** Tuesday, February 27 @ 6:30PM

*Possible Vote

School
Committee
Warrant

WARRANT 8110

A-Warrant

February 5, 2024

Warrant 8110	\$ 756,532.52
A-Warrant	\$ 21,046.06

TOTAL of Warrant	\$ 777,578.58
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NEWBURYPORT SCHOOL COMMITTEE BUSINESS MEETING

Senior/Community Center, Newburyport, MA 01950

Monday, January 16, 2023

Present: Sarah Hall, Juliet Walker, Andrew Boger, Brian Callahan, and Breanna Higgins.
Mayor Reardon arrived late

Absent: Kathleen Shaw

CALL TO ORDER / ROLL CALL / PLEDGE OF ALLEGIANCE

Vice Chair Sarah Hall called the School Committee Business meeting of the Newburyport School Committee to order at 6:30 PM. Roll call found all members present, except Mayor Sean Reardon and Kathleen Shaw. All those present stood for the Pledge of Allegiance.

PUBLIC COMMENTS

Aine Quimby, 43 Francis Drive – Special Education
Amy LeBlanc, 18 Woodman Way – Special Education
Nicole Yousefinia, 18 Longfellow – Special Education
Alicia Tague, 18 Collins Street – Special Education
Renee Toth, 41 Fatherland Drive, Byfield - SEPAC

STUDENT POETRY / RECOGNITION

Three high school students were recognized for their poetry performed for the School Committee: *The Testimony of the Winds* written by Shannon Brock (gr 12) and Sofie LaFranchise (gr 11), and *There is a Certain State of Winter* written by Aibhne Martino (gr 12).

CONSENT AGENDA

Warrants

Motion:

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

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

Warrant 8109	\$490,393.66
A-Warrant	<u>\$ 28,179.27</u>
	\$518,572.93 Total

Motion Passed

Absent: Mayor Sean Reardon & Kathleen Shaw

Minutes

Motion:

On a motion by Breanna Higgins and seconded by Brian Callahan it was

VOTED: to accept the minutes of the December 4, 2023 School Committee Business meeting as presented.

Motion Passed

Absent: Mayor Sean Reardon & Kathleen Shaw

Motion:

On a motion by Breanna Higgins and seconded by Brian Callahan it was

VOTED: to accept the minutes of the December 18, 2023 School Committee Business meeting as presented.

Motion Passed

Absent: Mayor Sean Reardon & Kathleen Shaw

STUDENT REPRESENTATIVE REPORT

NHS student, Elizabeth Homer, provided the student report that included college and career series news at the Nock, the OOOH assembly at the Molin, the new interactive playground addition at the Bresnahan, and a college planning night at the high school. (attached)

ANNUAL HIGH SCHOOL OVERNIGHT NYC FIELD TRIP

Principal Andy Wulf reviewed the details of the proposed high school field trip to New York City that would take place February 9-11, 2024. It is estimated that 26 students can participate, along with two teachers. The estimated cost is \$750 per student.

Juliet Walker asked if high school staff could be proactive and reach out to students in need to help offset the cost. Answer = yes.

Brian Callahan asked if the PTO offered help for trips? Answer = No, the PTO is grades K thru 8.

Brian Callahan asked if there was any other way to cover transportation. Answer: Andy Wulf will check the budget.

Andrew Boger asked how many kids go. Answer = about 35 are interested in going.

Sarah Hall asked if anyone can go? Answer = yes

Motion:

On a motion by Brian Callahan and seconded by Juliet Walker it was

VOTED: to approve the New York City field trip for February 2024 as presented, in accordance with policy JJH.

Motion Passed

Absent: Kathleen Shaw

HIRING PROCESS UPDATE – DIRECTOR OF PUPIL SERVICES POSITION

- Pam Kealey, Director of Human Resources, provided an update on the hiring process to date, and thanked all screening committee and interview team members for their participation. In summary, today two finalists spent the day in the district for building tours, a community forum, and interview. NESDEC will continue professional vetting of both candidates.
- If a finalist is selected prior to the next School Committee Business meeting, a special business meeting can be scheduled.
- Breanna Higgins would like an overview of how the process has gone. In addition, she would prefer the process run again if the superintendent and staff are not excited about the finalists.
- Breanna Higgins suggested an outside audit be done to interview staff, parents etc. regarding staff turnover, as well as identify barriers and challenges.

PROPOSED WHITTIER BUILDING PROJECT UPDATE

- Mayor Reardon provided an update on the regional informational session recently hosted on Tuesday night (1-9-24) at the Nock auditorium, and recent tours at Whittier Tech.
- A regional vote will take place on January 23 from 11:00AM – 7:00PM.
- The Senior Center will give rides to seniors that would like to vote.
- Letters to the newspaper are due by January 18th.

2024 SUBCOMMITTEE ASSIGNMENTS

- Mayor Reardon announced the assignments, including SEPAC and CISL.

COMMUNICATIONS SUBCOMMITTEE PROPOSAL

- Juliet Walker reviewed a brief history behind why this subcommittee is being suggested.
- This subcommittee could provide an opportunity to help with district-wide communications, talk about the School Committee newsletters, get decisions around the budget etc.
- Sarah Hall asked if the policy had to be updated if this new subcommittee was added.
Answer: maybe but it is not urgent
- Mayor Reardon likes the idea of trying this for 1 year.
- Juliet Walker prefers this be an official subcommittee (versus Adhoc) so it has a role in reporting to the school committee, and would be made up of school committee members.
- If SC members are interested in participating in this subcommittee, contact Mayor Reardon.

Motion:

On a motion by Juliet Walker and seconded by Mayor Sean Reardon it was

VOTED: to establish a Communications Subcommittee for a term of 1 year (thru December 2024) which shall be responsible for reviewing and advising the School Committee on communications, practices and methods between the School Committee, School District, City Council and the Community at large with a review of the subcommittee's work to be under taking at the end of the year.

Motion Passed

Absent: Kathleen Shaw

SUBCOMMITTEE UPDATES

Finance Subcommittee

- Brian Callahan reported that the committee met last Thursday and they discussed Whittier, fundraising subcommittee, and a joint budget meeting with City Council in March.

Policy Subcommittee

- Juliet Walker stated their next meeting will be held on January 22, 2024.

Fundraising Advisory Committee

- Brian Callahan stated their next meeting will be on Monday, January 22, 2024 with the NEF, followed by a meeting on February 12, 2024 with Athletic Director Kyle Hodsdon.

CISL:

- CISL = Curriculum, Instruction and Student Life, and LisaMarie Ippolito is the Chair.

- At the last meeting there was a presentation from high school advisory & counseling staff and Aaron Smith related to mental health, career development, college readiness etc.
- It was suggested that a CISL presentation be scheduled for a future School Committee meeting.

SUPERINTENDENT’S REPORT

School Committee Retreat: Superintendent Gallagher provided a brief summary of the workshops and presenters. School Committee SMART Goals were also created.

Professional Development Day: The day began with junior and senior students talking about their experiences in NPS and where they are at. The presentations were very powerful and really tied in to our strategic planning and Portrait of a Graduate (POG). Throughout the day teachers participated in a variety of workshops arranged by LisaMarie Ippolito. After lunch there was a budget presentation, followed by additional workshops. IA’s attended a workshop with Michael Eatman. Overall, it was a very positive day!

Interactive Playground Panels @ Bresnahan: The Superintendent thanked Melissa Dugie for her efforts to completing this playground project. He also thanked the NEF for sponsoring this project, as well as Steve Bergholm for organizing the installation. This was a great team effort!

ADJOURNMENT

Motion:

On a motion by Sarah Hall and seconded by Juliet Walker it was

VOTED: to enter into Executive Session for the purpose of discussing contract negotiations and/or legal matters, and will not reconvene in open session. (8:07 PM)

Motion Passed

Absent: Kathleen Shaw

Roll Call Vote:

Mayor Reardon	yes
Sarah Hall	yes
Andrew Boger	yes
Brian Callahan	yes
Breanna Higgins	yes
Kathleen Shaw	absent
Juliet Walker	yes

Submitted by: Theo Roberts & Lizzy Homer

Location – Senior Center

Bresnahan News:

The Bresnahan, our mid-year assessments of iReady (math) and DIBELS (literacy) are starting this week. This relevant, up to date data is extremely useful for our teachers and they will use this data to inform instruction, group students in small learning groups and also determine intervention cycles.

PBIS at the Bres

Last week, our K-3 students reviewed what it means to be *safe, kind, and responsible* here at the Bresnahan. Students in grades 1-3 attended grade level assemblies where their peers modeled what expected behaviors look like in the hall, lunchroom, and recess. We encourage families to continue these conversations at home, reinforcing the importance of being safe, kind, and responsible not only at school but also in their daily lives.

Inclusive Playground Addition

Thank you to the NEF, the Rotary Club and Melissa Duguie for helping to add four interactive panels to the playground! These panels will help students who may be temporarily injured, differently abled or who are overstimulated by the hustle and bustle of our busy playground. The installation of these panels is not only an example of the Bresnahan school's commitment to inclusivity and making learning equitable for all students - but also a testament to the surrounding community's commitment as well. This would not be possible without the generosity of the NEF - thank you!

The "Skills for Life" Series

Newburyport Rec and Youth Services proudly presents The "Skills for Life" Series. Brett Outchcunis [ooch-KEW-nis] is a professional personality and life coach for kids. "Ooch," as kids affectionately call him, specializes in quickly and deeply connecting with children on a level rarely accessed by other performers. His assembly programs cater to elementary and middle school students and focus on making positive life choices for a healthy state of mind and spirit. His "Skills for Life" programs are designed to give students tools and techniques for navigating everyday life that are easy to use and remember... for a lifetime. Each show focuses on a specific life-skill that will be useful immediately, regardless of age.

Ooch joined us in school yesterday presenting his Kinds of Kindness show! [You can see videos of the event here.](#)

Now, families are invited to the Family Night Series: **Wednesdays Jan 17, 24, 31, Feb 7 from 6-7pm** at the Nock Auditorium. This series is free thanks to Newburyport Rec and Youth Services (formerly NYS) Kids and families who attend most of the sessions are invited to a pizza party and YoYo lesson with Ooch before the last night at 5pm.

- How to Make a Mistake
- Secrets to Being Social
- Find your Super Power
- The Perfectly Imperfect Show

Newburyport Rec and Youth Services for sponsoring this series for Bresnahan students and families!

Molin School:

The Molin students had a great time in the assembly with Ooch, **Brett Outchcunis** [ooch-KEW-nis], a professional personality and life coach for kids. See the video below from Ooch himself. You can hear our Molin students in the background.

Families are invited to the Family Night Series: Wednesdays Jan 17, 24, 31, and Feb 7 from 6-7pm at the Nock Auditorium. This series is free thanks to Newburyport Rec and Youth Services (formerly NYS). Kids and families who attend most of the sessions are invited to a pizza party and YoYo lesson with Ooch before the last night at 5pm.

Nock Student News:

Since the holiday break and the New Year, the Nock has hit the ground running.

- The College and Career Series continues through the end of the month. Thus far over 30 professionals have come to speak to 8th graders about their careers. Students are reporting some similar messages that they are hearing from our speakers. One 8th grader reports, "it has been interesting how I have heard three speakers from three different careers and career paths but they all have similarities by telling us to "do good, to get into fields of service, to give back and find something that you are passionate about." Another student reports how one speaker said, " I have had two careers and I plan on having at least two more and that although the lessons I was taught in school were super important, it was the skills that I attained in school that has allowed me to transform from my first career in sales to my second career working in a non-profit. Lastly, another student reported that one speaker had a similar message around "using the skills we learn in school to adapt to a world that his changing and some of the jobs that we will be doing in our lives, do not exist yet." The Career Speaker series continues to support students and exposes students to new ideas and opportunities through our community partnerships
- Student Musicians performed at the Nock Winter Concert last Wednesday. There were over 20 performances and 95 students and 5 faculty members participated in the recital. It was a great night that was well attended by the community. Congratulations to all of our performers.
- Student Leaders are working with Mr. Markos on student leadership initiatives like organizing a "stress" free day and the 4th annual March Madness competition that ends with a competition for the illustrious Clipper Cup!

Newburyport High School News:

As with prior years, our students will participate in the End of Semester Week during which they will wrap-up their first semester coursework. To accommodate for assessments and/or other course activities happening during this week, students will have an early release schedule all four days. Please see this link for the schedule. Also note that bus pick-up Jan. 23-26 will be at 12:45 PM

Newburyport High School will host the Greater Essex County College Planning Night on Thursday, Jan 25th from 6-8:00 PM in the auditorium. You are invited to attend our Greater Essex County College Planning Night. This is a great event for junior families; however, we encourage families from grade 9 and 10 to attend as well.

Newburyport High School will host the seminar, Future Pathways: Alternatives to Success Without a College Degree. This will be a good event for families to attend if you have a student interested in learning about other options for after high school beyond high school.

We like to congratulate and commend Kylee Farrell, Logan Freeman, Heather Mendez-Heavilin, Alexandra Paciulan, and Sydney Pearl on their very successful toy drive and donation to Toys for Tots. Working collaboratively with Mr. Shawn Bleau, they organized and marketed an impressive collection for this service organization. Way to go!

Congratulations to the Investment Club. With 50 plus members strong, the club has participated in a semester-long investment competition that involves over 900 public and private schools in Massachusetts. The club was given \$100k in virtual money to invest throughout the semester. I am excited to announce that the Newburyport High School Investment Club placed first. Be sure to be on the look-out for the press release in the coming months. Congratulations again to all of the student's part of the club along with their advisor, Mr. McCarthy.

This weekend three NHS musicians, Cedar Schumacher, Josh Burrell, and Evan Lagueux, will audition for the Massachusetts All State jazz band, band, and chorus. It is rare, indeed, that multiple students earn a spot to audition with the best of the entire state. We in the music department and NHS as a whole, are very proud of these students in earning the privilege of this audition, and wish them success.

The following students have been recognized as December Clippers of the Month. Accomplishments for these students range from embracing learning and demonstrating growth in the classroom as well as collaborating and persevering through difficult tasks in and out of the classroom. Addison Bentley, Julia Bentley, Briggs Lauranzano, Sophia Mattheson, Ani Mellett, Soma Mirzayee, Lucy Rimer, Noah Tarkan, Benafsha Tashi, Benjamin Warnat

The Gear to Share program collects new and lightly used sporting equipment for students in need across the region. This year the program is sponsored by the freshmen class with Lottie O'Brien as the main point of contact for questions. On January 19, Boys Basketball will host Pentucket. If you have any equipment to donate, please bring it to the game.

NEWBURYPORT SCHOOL COMMITTEE
SPECIAL BUSINESS MEETING
Library - Nock Middle School, 70 Low Street, Newburyport, MA 01950
Monday, January 25, 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 Special Business meeting of the Newburyport School Committee to order at 7:33PM. Roll call found all members present. All those present stood for the Pledge of Allegiance.

PUBLIC COMMENTS

none

REVIEW OF NESDEC HIRING PROCESS

- Pam Kealey, Director of Human Resources, provided an overview of the NESDEC hiring process that was followed for the Director of Special Education position. She provided a brief summary of each major step completed during this process, including surveys, community forums, screening committee, interviews, and site visits.
- Professional vetting of each finalist took place for several days by both NESDEC and NPS administration, and included a thorough check of background and credentials. Every person that reached out to Pam Kealey was contacted, including co-workers and/or parents from the finalist's place of employment.

SUPERINTENDENT'S FINALIST RECOMMENDATION

- The Superintendent thanked everyone that has been involved with hiring a new Director of Special Education and feels the process has been very comprehensive. It has been a great team effort.
- At this time, Superintendent Gallagher stated he would like to move Bradley Brooks forward.

Motion:

On a motion by Breanna Higgins and seconded by Juliet Walker it was

VOTED: to approve Superintendent Sean Gallagher's recommendation and will move into contract negotiations.

Motion Passed

Roll Call Vote:

Mayor Sean Reardon	yes
Sarah Hall	yes
Andrew Boger	yes
Brian Callahan	yes
Breanna Higgins	yes
Kathleen Shaw	yes
Juliet Walker	yes

ADJOURNMENT

Motion:

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

VOTED: to enter into Executive Session for the purpose of discussing contract negotiations and/or legal matters, and will not reconvene in open session. (8:15 PM)

Motion Passed

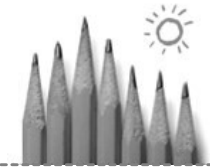
Roll Call Vote:

Mayor Sean Reardon	yes
Sarah Hall	yes
Andrew Boger	yes
Brian Callahan	yes
Breanna Higgins	yes
Kathleen Shaw	yes
Juliet Walker	yes



ARP Qualifications

- Projects will consist of partial or full replacements of roofs and/or windows/doors:
 - Qualifying roof age – 25 years
 - Qualifying window age – 30 years
- Proposed total project cost is projected as more than \$250,000
- Districts must be able to fund a schematic design within 90 days of invitation and a total project budget within 12 months of invitation



ARP SOI Process and Potential Project Timeline

- ARP SOI Filing Deadline – March 1, 2024
- Staff Review – March-June 2024
- Staff Study Visits/Due Diligence – July-September 2024
- Anticipated Invitations by MSBA Board – October 2024
- Initial Documents Phase – November 2024 – February 2025
- Consultant Assignment – January 2025 – March 2025
- Schematic Design Phase/PFA Authorization – June 2025 - October 2025
- Anticipated Construction – Summer 2026 or 2027



Newburyport School Committee

Newburyport Public Schools

70 Low Street

Newburyport, MA 01950

sc@newburyport.k12.ma.us

February 2024

Mayor Sean Reardon
Chairperson

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RE: Certification that the Newburyport School Committee voted to approve submission of the FY24 Statement of Interest (SOI) to the Massachusetts School Building Authority (MSBA) on February 5, 2024 utilizing the following language:

Having convened in an open meeting on February 5, 2024, prior to the SOI submission closing date, the School Committee of Newburyport, in accordance with its charter, by-laws, and ordinances, has voted to authorize the Superintendent to submit to the Massachusetts School Building Authority the Statement of Interest Form dated January 23, 2024 for the Rupert A. Nock Middle School located at 70 Low Street, Newburyport, MA which describes and explains the following deficiencies and the priority category(s) for which an application may be submitted to the Massachusetts School Building Authority in the future:

- Replacement, renovation or modernization of school facility systems, such as roofs, windows, boilers, heating and ventilation systems, to increase energy conservation and decrease energy related costs in a school facility.

A new roof will prevent damage and provide protection for these sections of the Nock-Molin School building for the next 25 to 30 years. This in turn will free up both manpower and financial resources that are now being used on roof related issues, to be allocated to other issues throughout the facility. A new roof would also likely provide an improved insulating R-value for the roof, saving on energy costs. It will also provide a safer and healthier school environment for staff and students.

and hereby further specifically acknowledges that by submitting this Statement of Interest Form, the Massachusetts School Building Authority in no way guarantees the acceptance or the approval of an application, the awarding of a grant or any other funding commitment from the Massachusetts School Building Authority, or commits the Newburyport Public Schools to filing an application for funding with the Massachusetts School Building Authority.

Chairperson
Newburyport School Committee

Date

Massachusetts School Building Authority

Next Steps to Finalize Submission of your 2024 Statement of Interest (“SOI”)

Thank you for submitting a 2024 SOI to the Massachusetts School Building Authority (the “MSBA”) electronically. **Please note, the District’s submission is not yet complete if the District selected Statutory Priority 1 or Statutory Priority 3.** If either of these priorities were selected, the District must post-mark and submit to the MSBA by the Core Program SOI filing period closure date the required supporting documentation to the MSBA, which is described below.

ADDITIONAL DOCUMENTATION REQUIRED FOR SOI STATUTORY PRIORITIES 1 AND 3 IN ORDER TO BE CONSIDERED COMPLETE:

- If the District selects Statutory Priority 1: Replacement or renovation of a building, which is structurally unsound or otherwise in a condition seriously jeopardizing the health and safety of the school children, where no alternative exists, the MSBA requires a hard copy of the engineering (or other) report detailing the nature and severity of the problem and a written professional opinion of how imminent the system failure is likely to manifest itself. The district also must submit photographs of the problematic building area or system to the MSBA. The SOI will not be considered complete unless this information is provided.
- If the District selects Statutory Priority 3: Prevention of a loss of accreditation, the SOI will not be considered complete unless a summary of the accreditation report focused on the deficiencies as stated in this SOI are provided.

ADDITIONAL INFORMATION: In addition to the information required above, the District may also provide reports, pictures, or other information they feel will give the MSBA a better understanding of the issues identified at a facility. The additional documentation must also be post-marked and submitted to the MSBA by the Core Program SOI filing period closure date.

If you have any questions about the SOI process please contact the MSBA at 617-720-4466 or SOI@massschoolbuildings.org.

Massachusetts School Building Authority

School District Newburyport

District Contact Steve Bergholm Title: Director of Facilities TEL: (978) 465-4440

Name of School Rupert A Nock Middle

School Address 70 Low Street, Newburyport, MA - 01950

Submission Date 1/23/2024

Statement of Interest (“SOI”) CERTIFICATION

To be eligible to submit an SOI, a district must certify the following:

- The district hereby acknowledges and agrees that this SOI is NOT an application for funding and that submission of this SOI in no way commits the MSBA to accept an application, approve an application, provide a grant or any other type of funding, or places any other obligation on the MSBA.
- The district hereby acknowledges that no district shall have any entitlement to funds from the MSBA, pursuant to M.G.L. c. 70B or the provisions of 963 CMR 2.00.
- The district hereby acknowledges that the provisions of 963 CMR 2.00 shall apply to the district and all projects for which the district is seeking and/or receiving funds for any portion of a municipally-owned or regionally-owned school facility from the MSBA pursuant to M.G.L. c. 70B.
- The district hereby acknowledges that this SOI is for one existing public school in the district that is currently used or will be used to educate public school students in grades Pre-K through 12 as reported to the Department of Elementary and Secondary Education (the “DESE”) and that the school for which the SOI is being submitted does not solely serve the district’s Pre-K student population.
- Prior to the submission of the SOI, the district will schedule and hold a meeting at which the School Committee will vote, using the specific language contained in the "Vote" tab, to authorize the submission of this SOI. This is required for cities, towns, and regional school districts.
- Prior to the submission of the SOI, the district will schedule and hold a meeting at which the City Council/Board of Aldermen or Board of Selectmen/equivalent governing body will vote, using the specific language contained in the "Vote" tab, to authorize the submission of this SOI. This is not required for regional school districts.
- The district hereby acknowledges that current vote documentation is required for all SOI submissions. The district will use the MSBA's vote template and the required votes will specifically reference the school name and the Statutory Priorities for which the SOI is being submitted.
- The district hereby acknowledges that it must upload all required vote documentation on the “Vote” tab, in the format required by the MSBA. All votes must be certified or signed and on city, town or district letterhead.
- The district hereby acknowledges that this SOI submission will not be complete until the MSBA has received all required supporting documentation for Statutory Priority 1 and/or Statutory Priority 3, if either is selected. If Statutory Priority 1 is selected, the district’s SOI will not be considered complete unless and until the district provides the required engineering (or other) report, a professional opinion regarding the problem, and photographs of the problematic area or system. If Statutory Priority 3 is selected, the district’s SOI will not be considered complete unless and until the district provides a summary of the accreditation report focused on the deficiencies as stated in this SOI. The documentation noted above must be post-marked and submitted to the MSBA by the Core Program SOI filing period closure date.

**LOCAL CHIEF EXECUTIVE OFFICER/DISTRICT SUPERINTENDENT/SCHOOL COMMITTEE CHAIR
(E.g., Mayor, Town Manager, Board of Selectmen)**

Chief Executive Officer * School Committee Chair Superintendent of Schools

(signature)	(signature)	(signature)
Date	Date	Date

* Local Chief Executive Officer: In a city or town with a manager form of government, the manager of the municipality; in other cities, the mayor; and in other towns, the board of selectmen unless, in a city or town, some other municipal office is designated to the chief executive office under the provisions of a local charter. Please note, in districts where the Superintendent is also the Local Chief Executive Officer, it is required for the same person to sign the Statement of Interest Certifications twice.

Massachusetts School Building Authority

School District Newburyport

District Contact Steve Bergholm Title: Director of Facilities TEL: (978) 465-4440

Name of School Rupert A Nock Middle

School Address 70 Low Street, Newburyport, MA - 01950

Submission Date 1/23/2024

Note

SOI Program: Accelerated Repair
Potential Project Scope: Accelerated Repair
Roof

The following summary of the Statutory Priorities as set forth in M.G.L. c. 70B, § 8 have been included in the Statement of Interest (for the Core Program, select as many as are applicable):

1. Replacement or renovation of a building which is structurally unsound or otherwise in a condition seriously jeopardizing the health and safety of school children, where no alternative exists.
2. Elimination of existing severe overcrowding.
3. Prevention of the loss of accreditation.
4. Prevention of severe overcrowding expected to result from increased enrollment.
5. Replacement, renovation or modernization of school facility systems, such as roofs, windows, boilers, heating and ventilation systems, to increase energy conservation and decrease energy related costs in a school facility.
6. Short term enrollment growth.
7. Replacement of or addition to obsolete buildings in order to provide for a full range of programs consistent with state and approved local requirements.
8. Transition from court-ordered and approved racial balance school districts to walk-to, so-called, or other school districts.

SOI Vote Requirement

I acknowledge that I have reviewed the MSBA's vote requirements for submitting an SOI, which are set forth in the Vote Tab of this SOI. I understand that the MSBA requires votes from specific governing bodies, in a format **using the language provided by the MSBA**. Further, I understand that the MSBA requires certified and signed vote documentation to be submitted with the SOI. I acknowledge that my SOI will not be considered complete and, therefore, will not be reviewed by the MSBA unless the required accompanying vote documentation is submitted in a form that is acceptable to the MSBA. All SOI vote documentation must be uploaded on the Vote Tab.

Each district must prioritize one Core Program Statement of Interest from all of the Statements of Interest that the district has submitted or prepopulated, including any SOIs that may be in the MSBA's capital pipeline. **At no time shall a district have more than one prioritized SOI on file with the MSBA.**

Is this SOI the District Priority SOI? No

School name of the District Priority SOI: Newburyport High

Is this part of a larger Master Facilities Plan and/or Educational Plan within the past five years that includes facility goals for this building and all school buildings in the District? Yes

If "YES", please provide the following:

Facilities Plan Date: 6/20/2023

Planning Firm: Newburyport Public Schools/City of Newburyport

Please provide a brief summary of the plan(s) including its goals and how the school facility that is the subject of this SOI fits into that plan:

The Newburyport Public Schools, working with the City of Newburyport, updates a 5-year Capital Improvement Plan annually. This plan lists capital needs for all school facilities across the district. The CIP is presented by the Director of Facilities to, and is approved by the School Committee before being sent to the Mayor and City Council for prioritization with other capital needs across the city. Funding is appropriated as available.

The current CIP can be found here:

https://www.cityofnewburyport.com/sites/g/files/vyhlf7106/f/uploads/fy2024-2028_capital_improvement_program_6-20-2023.pdf

Provide, if applicable, the most recent budget approval process that resulted in an operating budget reduction and the impact of the reduction to the school district (staff reductions, discontinued programs, consolidation of facilities). Please provide a description of the program modifications as a consequence of these teacher and/or staff reductions, including the impact on district class sizes and curriculum. If no recent teacher layoffs and/or staff reductions have occurred, please enter "Does Not Apply".

Does not apply.

Please provide a description of the local actions and approvals needed to secure both funding for a feasibility study and project funding for a potential building project with the MSBA. Please include schedule information for both funding actions(i.e. Town Meeting, City Council/Town Council meetings, Regional School Committee Meetings).

Replacement of the gym and auditorium roofs on the middle school has been on the five-year capital plan for several years, so the city council is well aware of the need to replace the roof. Once the district is invited into the ARP the project will be move to the current year and voted on by the city council during the next capital plan cycle. If the invitation comes too far in advance of that process, a separate appropriation can be requested to secure the funding for the feasibility study at a time that is more appropriate for the MSBA process. It is also possible that the funding for a feasibility study will be appropriated as part of the current Capital Improvement Plan so the city will be ready in advance of an invitation into the ARP. The city council meets twice a month and requires that all appropriations be sent to committee (in this case budget and finance) to be vetted before being voted on by the full council. Given that the city council is already aware of this need, and that this has been discussed at budget and finance meetings in the past, it is likely that this funding could be approved within 30 days.

General Description

BRIEF BUILDING HISTORY: Please provide a detailed description of when the original building was built, and the date(s) and project scopes(s) of any additions and renovations including modular units (maximum of 5000 characters).

The Rupert A. Nock Middle School was constructed in 1972. A phased, occupied renovation took place from 2013 to 2014. That renovation updated most of the HVAC equipment, much of the electrical system, security, fire alarm, windows and finishes. Many of the roof sections on the building were replaced as part of the renovation, but not the gym, auditorium and entrance canopy.

This building also houses the Edward G. Molin Upper Elementary School for grades three and four. While the classroom areas are separated, the common areas are shared, including the spaces under the roofs that are the subject of this SOI.

TOTAL BUILDING SQUARE FOOTAGE: Please provide the original building square footage PLUS the square footage of any additions (field one below) and/or modular units (field two below).

Original Building Plus Additions Square Footage	161500
Modular Units Square Footage	

SITE DESCRIPTION: Please provide a detailed description of the current site, including confirming the address of the school, who has ownership, control, and use of the site, and any known existing conditions that would impact a potential project at the site. Please note whether there are any other buildings, public or private, that share this current site with the school and/or if there are multiple schools housed within the same building. What is the use(s) of this building(s)? (maximum of 5000 characters).

The Nock-Molin building is located at 70 Low Street in Newburyport. The property is owned by the City of Newburyport and is maintained and operated by the Newburyport Public Schools. The site is generally flat, sloping up only at the back side of the property. A horse-shoe driveway serves the main entrance to the building and a large parking lot sits off to the east of the building. To the west is a paved playground area generally used by the middle school students. A playground with a woodchip surface sits to the back (north) of the school and is utilized by the elementary students.

Also behind the school is a soccer/football field, full sized baseball field used by the high school JV team and a practice field. There are also two tennis courts located at the northeast corner of the property and a skatepark that is maintained and operated by the Newburyport Parks Department.

Other buildings on the site include two maintenance sheds and an old replica colonial house that is now only used for storage.

BUILDING ENVELOPE: Please provide a detailed description of the building envelope, types of construction materials used, and any known problems or existing conditions (maximum of 5000 characters).

The exterior walls are constructed of brick. Windows are all aluminum frame and exterior doors are a combination of aluminum frame store front with some steel doors at more of the service entrance areas. The roofs over the classrooms, administration areas, library and cafeteria are white PVC. The roofs over the auditorium, gym and entrance canopy are EPDM.

The auditorium, gym and entrance canopy are EPDM roofing material that was installed in 1995. These roofs are the subject of this SOI. All three of these roofs are dry and brittle. Recently, leaks have been experienced in the gym and on the stage area of the auditorium over the theatrical electrical equipment. These issues have been repaired, but the auditorium roof has standing water on it at almost all times due to poor drainage.

Has there been a Major Repair or Replacement of the EXTERIOR WALLS? NO

Year of Last Major Repair or Replacement:(YYYY)

Description of Last Major Repair or Replacement:

Total Roof Square Footage 130000

Roof Section A

Is the District seeking replacement of the Roof Section? YES

Area of Section (square feet) 22000

Type of ROOF (e.g., PVC, EPDM, Shingle, Slate, Tar & Gravel, Other (please describe))

EPDM

Age of Section (number of years since the Roof was installed or replaced) 28

Description of repairs, if applicable, in the last three years. Include year of repair:

Patching has been completed by both in-house by maintenance staff as well as a roofing contractor, most recently in the summer/fall of 2023 on the gym and auditorium roofs. In 2022 some patching was done by Facilities Department staff on the canopy roof.

Roof Section B

Is the District seeking replacement of the Roof Section? NO

Area of Section (square feet)

Type of ROOF (e.g., PVC, EPDM, Shingle, Slate, Tar & Gravel, Other (please describe))

Age of Section (number of years since the Roof was installed or replaced)

Description of repairs, if applicable, in the last three years. Include year of repair:

Total Window Count 192

Window Section A

Is the District seeking replacement of the Windows Section? NO

Windows in Section (count)

Type of WINDOWS (e.g., Single Pane, Double Pane, Other (please describe))

Age of Section (number of years since the Windows were installed or replaced)

Description of repairs, if applicable, in the last three years. Include year of repair:

MECHANICAL and ELECTRICAL SYSTEMS: Please provide a detailed description of the current mechanical and electrical systems and any known problems or existing conditions (maximum of 5000 characters).

Mechanical System: two condensing boilers provide hot water for heat throughout the building. Classrooms are typically served by unit ventilators as are some offices, which may also have radiant baseboard heat. Air handling units provide heat and fresh air to larger spaces including the cafeteria, kitchen, gym, auditorium, Office of the Superintendent and the middle school administration area. Convection heaters are located in the vestibules throughout the building. The cafeteria and office areas also receive air conditioning through the air handling units while AC for classrooms and smaller offices is provided by rooftop City-Multi units via wall-mounted Mitsubishi units in each of the spaces.

Electrical System: The switch gear, internal transformers and all distribution panels throughout the building were replaced during the renovation project from 2013 to 2014. A 200KW generator, located outside the building, provides emergency backup power to critical equipment and emergency lighting throughout the building. Solar panels, owned by Ameresco and located on the roof, provide approximately 50% of the electricity used over the course of a year.

Many of the original branch circuits were left in place during the 2013/14 renovation, while new ones were installed in places where rooms were reconfigured, or utilization of the space changed necessitating updated wiring.

Lighting underwent an upgrade from T-8 and compact fluorescent to LED in January/February of 2024.

Has there been a Major Repair or Replacement of the HVAC SYSTEM? YES

Year of Last Major Repair or Replacement:(YYYY) 2014

Description of Last Major Repair or Replacement:

Full replacement of all interior HVAC equipment including boilers, pumps, unit ventilators, water heating equipment, radiant heat, air handling equipment for the gym and auditorium along with some of the rooftop air handling equipment.

Has there been a Major Repair or Replacement of the ELECTRICAL SERVICES AND DISTRIBUTION SYSTEM? YES

Year of Last Major Repair or Replacement:(YYYY) 2014

Description of Last Major Repair or Replacement:

Replacement of switchgear and electrical panels throughout the building.

BUILDING INTERIOR: Please provide a detailed description of the current building interior including a description of the flooring systems, finishes, ceilings, lighting, etc. (maximum of 5000 characters).

Interior walls are generally constructed of concrete block with the exception of some areas that were reconfigured utilizing walls constructed with metal studs and sheetrock. There are suspended ceilings throughout the building with recessed 2'x4' LED lighting in most areas. Floors are typically vinyl composite tile with carpeting in the library and some office areas. Brightly colored paints and floor tiles have been used throughout the building.

SPACES AND PROGRAMS: Please provide a description of the number and sizes (in square feet) of all spaces. Please also provide the current grade structure and programs offered. If a vocational or comprehensive high school offering Chapter 74 Programs and/or Career Technical Education, please include the number of programs currently offered (maximum of 5000 characters).

This building houses the Rupert A. Nock Middle School, the Edward G. Molin Upper Elementary School, and the Offices of the Superintendent.

The Molin School, grades four and five, consists of 21 classrooms approximately 800 square feet in size, located on the first floor of the Building A section of the building. The Administrative areas (1700 sq. ft) are located adjacent to the main entrance in Building B. The Molin and Nock Schools share spaces such as the Library (5400 sq. ft.), Cafeteria (5200 sq. ft.), Nurse's Office, Auditorium (11,400 sq. ft) and Gym (9800 sq. ft).

Twenty five classrooms for the Nock Middle School, all approximately 800 square feet, are located on the second floor of Building A. There are an additional six classrooms on the first floor of Building B. Administration offices (2100 sq. ft) for the middle school are also located adjacent to the main entrance in Building B, across the lobby from the Molin offices. The Nock Middle School consists of grades six through eight.

In addition to core subjects such as math, science, social studies/history and language arts, students also experience art, music/band, physical education/wellness and other specialists. After school offerings include dance, fitness, wellness, strength training, theater and various sports.

The Office of the Superintendent (4500 sq. ft) consists of a reception area, kitchenette/copy room and 10 offices ranging from 80 to 200 square feet in size and storage area. This office suite is located in Building C.

TOTAL SCHOOL STUDENT ENROLLMENT: Please provide the current student enrollment at the school as of the SOI filing. 782

CURRENT GRADES SERVED AT SOI FACILITY: 4,5,6,7,8

SCHOOL TYPE: N/A

CAPACITY and UTILIZATION: Please provide the original design capacity and a detailed description of the current capacity and utilization of the school facility. Please also describe in detail any spaces that have been converted from their intended use to be used as classroom space (maximum of 5000 characters).

The Design Enrollment Certification for this building was set at 845 students for the 2013/14 renovation project. While not technically overcrowded, space is tight. A portion of the library has been converted to office cubicles and small spaces to work with students. Some music/band classes meet in the Auditorium because they do not have another designated area in which they can meet.

Finding workspace and offices for staff is the biggest challenge in this building. The city's adult education program meets in this building and takes up a valuable office space. Storage spaces are at capacity or being used for other purposes.

The current total enrollment for the two schools that meet in this building is 782 students. The Molin Upper Elementary School (300 students) consists of grades 4 & 5, while the Nock Middle School (473 students) is grades 6 through 8. The classrooms and administrative spaces for the two schools are separate, but they share other areas such as the library, cafeteria, auditorium and gym.

The Office of the Superintendent occupies approximately 4500 square feet within this building as well.

Is there overcrowding at the school facility? NO

If "YES", please describe in detail, including specific examples of the overcrowding and describe steps taken by the administration to address capacity issues.

Please provide the current student to teacher ratios at the school facility that is the subject of this SOI (# students per teacher) 10

Please indicate if the ratio is a goal, practice or a class size policy adopted by the School Committee
There is no written policy for this, so this is a practice. The student to teacher ratio of from DESE

Please provide the originally planned student to teacher ratios at the school facility that is the subject of this SOI (# students per teacher) 10

MAINTENANCE and CAPITAL REPAIR: Please provide a detailed description of the district's current maintenance practices within the past five years, its capital repair program, and the maintenance program in place at the facility that is the subject of this SOI. Please include specific examples of capital repair projects undertaken in the past, including any override or debt exclusion votes that were necessary (maximum of 5000 characters).

The Newburyport Public School Facilities Department consists of a Director of Facilities, Head of Maintenance, two Maintenance Technicians, one Groundskeeper and 17 Custodians serving the three building in the district. Service contractors are used to supplement the Facilities Department staff typically working under service contracts for regular predictable maintenance needs on equipment such as emergency generators, fire sprinkler systems, fire alarm systems and several others.

The Facilities Department utilizes the School Dude Maintenance Direct CMMS for all routine maintenance requests. Faculty and Staff are asked to submit requests for any maintenance or custodial needs through School Dude. The requests are routed to the Director of Facilities and Head of Maintenance, and then assigned to appropriate personnel for completion. The Technicians and Custodians mark the work requests complete, and they are then reviewed by the Director of Facilities before being closed.

Preventive maintenance is also scheduled through School Dude, utilizing the PM Direct program. Schedules are developed and maintained for equipment needing regular service. The program then creates a work request when maintenance comes due, and it gets assigned to the appropriate Technician or service contractor. Completion and

close-out follow the same procedure as above.

The Newburyport Public Schools, working with the City of Newburyport, updates a 5-year Capital Improvement Plan annually. This plan lists capital needs for all facilities across the district. The CIP is presented by the Director of Facilities to, and approved by the School Committee before being sent to the Mayor and City Council for prioritization with other capital needs across the city. Funding is appropriated as available.

This process has led to a number of projects at the schools, most notably construction of the new Bresnahan School, renovation of the Nock-Molin School and renovation of the War Memorial Stadium at Newburyport High School.

Priority 5

Question 1: Please provide a detailed description of the issues surrounding the school facility systems (e.g., roof, windows, boilers, HVAC system, and/or electrical service and distribution system) that you are indicating require repair or replacement. Please describe all deficiencies to all systems in sufficient detail to explain the problem.

If a response has been previously provided, please reference which page the information is on in lieu of copying and pasting. The responses per Priority should capture new or different information than previously provided within this document.

The gym, auditorium and canopy roof sections on the Nock Middle/Molin Elementary School were installed in 1995 as part of a district-wide roofing project, making them more than 28 years old. Other sections of roof on this building have been replaced in recent years.

The membrane on all three of these roofs is dry and brittle. Ponding of water occurs on all three sections with the ponding on the auditorium roof being the most extensive. Leaks have occurred on all three sections, with recent leaks over the light and sound equipment on the stage, and in the northwest corner of the gym.

It should be noted that there are solar panels on the gym and auditorium roof that will need to be removed and reinstalled in order to facilitate a roofing project.

Priority 5

Question 2: Please describe the measures the district has already taken to mitigate the problem/issues described in Question 1 above.

If a response has been previously provided, please reference which page the information is on in lieu of copying and pasting. The responses per Priority should capture new or different information than previously provided within this document.

Leaks have been patched by both Facilities Department staff and a roofing contractor in the past few months. Additionally, regular (annual or semi-annual) roof inspections by the Director of Facilities often identify potential problems that can be addressed before they become a more serious issue.

In total, Facilities Department personnel have completed 11 work orders related to roofs on this building in the last 12 months.

In August 2023 a roofing contractor replaced 25' of flashing along the edge of the roof above the stage/auditorium where a leak was threatening to damage sound and lighting equipment.

Priority 5

Question 3: Please provide a detailed explanation of the impact of the problem/issues described in Question 1 above on your district's educational program. Please include specific examples of how the problem prevents the district from delivering the educational program it is required to deliver and how students and/or teachers are directly affected by the problem identified.

If a response has been previously provided, please reference which page the information is on in lieu of copying and pasting. The responses per Priority should capture new or different information than previously provided within this document.

In the summer of 2023, a leak over the sound and lighting equipment on the stage could have caused damage to that equipment had it not been noticed and addressed as quickly as it was.

Leaks on the stage and in the gym, if they go unnoticed, can create slippery conditions for student utilizing these areas. Students using these spaces are often more focused on the activity in which they are involved and are unlikely to notice a wet and slippery area on the floor until they come in contact with it and potentially experience an injury.

Additionally, unnoticed leaks can create damp and moldy conditions that could affect the air quality of these spaces.

Priority 5

Question 4: Please describe how addressing the school facility systems you identified in Question 1 above will extend the useful life of the facility and how it will improve your district's educational program.

If a response has been previously provided, please reference which page the information is on in lieu of copying and pasting. The responses per Priority should capture new or different information than previously provided within this document.

A new roof will prevent damage and provide protection for these section of the Nock-Molin School building for the next 25 to 30 years. This in turn will free up both manpower and financial resources, that are now being used on roof related issues, to be allocated to other issues throughout the facility. A new roof would also likely provide an improved insulating R-value for the roof, saving on energy costs. It will also provide a safer and healthier school environment for staff and students.

If not located elsewhere in this SOI, please also provide the following information:

Have the systems identified above been examined by an engineer or other trained building professional?:

YES

If "YES", please provide the name of the individual and his/her professional affiliation (maximum of 250 characters):

Steve Bergholm, Director of Facilities

Newburyport Public Schoos

The date of the inspection: 5/15/2023

A summary of the findings (maximum of 5000 characters):

Standing water, soft spots in insulation, dry and brittle membrane.

CERTIFICATIONS

The undersigned hereby certifies that, to the best of his/her knowledge, information and belief, the statements and information contained in this statement of Interest and submitted hereto are true and accurate and that this Statement of Interest has been prepared under the direction of the district school committee and the undersigned is duly authorized to submit this Statement of Interest to the Massachusetts School Building Authority. The undersigned also hereby acknowledges and agrees to provide the Massachusetts School Building Authority, upon request by the Authority, any additional information relating to this Statement of Interest that may be required by the Authority.

Chief Executive Officer * School Committee Chair Superintendent of Schools

_____	_____	_____
(signature)	(signature)	(signature)
Date	Date	Date

* Local Chief Executive Officer: In a city or town with a manager form of government, the manager of the municipality; in other cities, the mayor; and in other towns, the board of selectmen unless, in a city or town, some other municipal office is designated to the chief executive office under the provisions of a local charter. Please note, in districts where the Superintendent is also the Local Chief Executive Officer, it is required for the same person to sign the Statement of Interest Certifications twice.



Newburyport School Committee

Newburyport Public Schools

70 Low Street

Newburyport, MA 01950

sc@newburyport.k12.ma.us

February 2024

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Chairperson

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RE: Certification that the Newburyport School Committee voted to approve submission of the FY24 Statement of Interest (SOI) to the Massachusetts School Building Authority (MSBA) on February 5, 2024 utilizing the following language:

Having convened in an open meeting on February 5, 2024, prior to the SOI submission closing date, the School Committee of Newburyport, in accordance with its charter, by-laws, and ordinances, has voted to authorize the Superintendent to submit to the Massachusetts School Building Authority the Statement of Interest Form dated January 23, 2024 for Newburyport High School located at 241 High Street, Newburyport, MA which describes and explains the following deficiencies and the priority category(s) for which an application may be submitted to the Massachusetts School Building Authority in the future:

- Replacement, renovation or modernization of school facility systems, such as roofs, windows, boilers, heating and ventilation systems, to increase energy conservation and decrease energy related costs in a school facility.

A new roof will prevent further damage to the building and provide protection for these sections of the building for the next 25 to 30 years. This in turn will free up both manpower and financial resources that are now being used on roof related issues, to be allocated to other issues throughout the facility. A new roof would also likely provide an improved insulating R-value for the roof, saving on energy costs. It will also provide a safer and healthier school environment for staff and students.

and hereby further specifically acknowledges that by submitting this Statement of Interest Form, the Massachusetts School Building Authority in no way guarantees the acceptance or the approval of an application, the awarding of a grant or any other funding commitment from the Massachusetts School Building Authority, or commits the Newburyport Public Schools to filing an application for funding with the Massachusetts School Building Authority.

Chairperson
Newburyport School Committee

Date

Massachusetts School Building Authority

Next Steps to Finalize Submission of your 2024 Statement of Interest (“SOI”)

Thank you for submitting a 2024 SOI to the Massachusetts School Building Authority (the “MSBA”) electronically. **Please note, the District’s submission is not yet complete if the District selected Statutory Priority 1 or Statutory Priority 3.** If either of these priorities were selected, the District must post-mark and submit to the MSBA by the Core Program SOI filing period closure date the required supporting documentation to the MSBA, which is described below.

ADDITIONAL DOCUMENTATION REQUIRED FOR SOI STATUTORY PRIORITIES 1 AND 3 IN ORDER TO BE CONSIDERED COMPLETE:

- If the District selects Statutory Priority 1: Replacement or renovation of a building, which is structurally unsound or otherwise in a condition seriously jeopardizing the health and safety of the school children, where no alternative exists, the MSBA requires a hard copy of the engineering (or other) report detailing the nature and severity of the problem and a written professional opinion of how imminent the system failure is likely to manifest itself. The district also must submit photographs of the problematic building area or system to the MSBA. The SOI will not be considered complete unless this information is provided.
- If the District selects Statutory Priority 3: Prevention of a loss of accreditation, the SOI will not be considered complete unless a summary of the accreditation report focused on the deficiencies as stated in this SOI are provided.

ADDITIONAL INFORMATION: In addition to the information required above, the District may also provide reports, pictures, or other information they feel will give the MSBA a better understanding of the issues identified at a facility. The additional documentation must also be post-marked and submitted to the MSBA by the Core Program SOI filing period closure date.

If you have any questions about the SOI process please contact the MSBA at 617-720-4466 or SOI@massschoolbuildings.org.

Massachusetts School Building Authority

School District Newburyport

District Contact Steve Bergholm Title: Director of Facilities TEL: (978) 465-4440

Name of School Newburyport High

School Address 241 High Street, Newburyport, MA - 01950

Submission Date 1/23/2024

Statement of Interest (“SOI”) CERTIFICATION

To be eligible to submit an SOI, a district must certify the following:

- The district hereby acknowledges and agrees that this SOI is NOT an application for funding and that submission of this SOI in no way commits the MSBA to accept an application, approve an application, provide a grant or any other type of funding, or places any other obligation on the MSBA.
- The district hereby acknowledges that no district shall have any entitlement to funds from the MSBA, pursuant to M.G.L. c. 70B or the provisions of 963 CMR 2.00.
- The district hereby acknowledges that the provisions of 963 CMR 2.00 shall apply to the district and all projects for which the district is seeking and/or receiving funds for any portion of a municipally-owned or regionally-owned school facility from the MSBA pursuant to M.G.L. c. 70B.
- The district hereby acknowledges that this SOI is for one existing public school in the district that is currently used or will be used to educate public school students in grades Pre-K through 12 as reported to the Department of Elementary and Secondary Education (the “DESE”) and that the school for which the SOI is being submitted does not solely serve the district’s Pre-K student population.
- Prior to the submission of the SOI, the district will schedule and hold a meeting at which the School Committee will vote, using the specific language contained in the "Vote" tab, to authorize the submission of this SOI. This is required for cities, towns, and regional school districts.
- Prior to the submission of the SOI, the district will schedule and hold a meeting at which the City Council/Board of Aldermen or Board of Selectmen/equivalent governing body will vote, using the specific language contained in the "Vote" tab, to authorize the submission of this SOI. This is not required for regional school districts.
- The district hereby acknowledges that current vote documentation is required for all SOI submissions. The district will use the MSBA's vote template and the required votes will specifically reference the school name and the Statutory Priorities for which the SOI is being submitted.
- The district hereby acknowledges that it must upload all required vote documentation on the “Vote” tab, in the format required by the MSBA. All votes must be certified or signed and on city, town or district letterhead.
- The district hereby acknowledges that this SOI submission will not be complete until the MSBA has received all required supporting documentation for Statutory Priority 1 and/or Statutory Priority 3, if either is selected. If Statutory Priority 1 is selected, the district’s SOI will not be considered complete unless and until the district provides the required engineering (or other) report, a professional opinion regarding the problem, and photographs of the problematic area or system. If Statutory Priority 3 is selected, the district’s SOI will not be considered complete unless and until the district provides a summary of the accreditation report focused on the deficiencies as stated in this SOI. The documentation noted above must be post-marked and submitted to the MSBA by the Core Program SOI filing period closure date.

**LOCAL CHIEF EXECUTIVE OFFICER/DISTRICT SUPERINTENDENT/SCHOOL COMMITTEE CHAIR
(E.g., Mayor, Town Manager, Board of Selectmen)**

Chief Executive Officer * School Committee Chair Superintendent of Schools

_____	_____	_____
(signature)	(signature)	(signature)
_____	_____	_____
Date	Date	Date
_____	_____	_____

* Local Chief Executive Officer: In a city or town with a manager form of government, the manager of the municipality; in other cities, the mayor; and in other towns, the board of selectmen unless, in a city or town, some other municipal office is designated to the chief executive office under the provisions of a local charter. Please note, in districts where the Superintendent is also the Local Chief Executive Officer, it is required for the same person to sign the Statement of Interest Certifications twice.

Massachusetts School Building Authority

School District Newburyport

District Contact Steve Bergholm Title: Director of Facilities TEL: (978) 465-4440

Name of School Newburyport High

School Address 241 High Street, Newburyport, MA - 01950

Submission Date 1/23/2024

Note

SOI Program: Accelerated Repair
Potential Project Scope: Accelerated Repair
Roof

The following summary of the Statutory Priorities as set forth in M.G.L. c. 70B, § 8 have been included in the Statement of Interest (for the Core Program, select as many as are applicable):

1. Replacement or renovation of a building which is structurally unsound or otherwise in a condition seriously jeopardizing the health and safety of school children, where no alternative exists.
2. Elimination of existing severe overcrowding.
3. Prevention of the loss of accreditation.
4. Prevention of severe overcrowding expected to result from increased enrollment.
5. Replacement, renovation or modernization of school facility systems, such as roofs, windows, boilers, heating and ventilation systems, to increase energy conservation and decrease energy related costs in a school facility.
6. Short term enrollment growth.
7. Replacement of or addition to obsolete buildings in order to provide for a full range of programs consistent with state and approved local requirements.
8. Transition from court-ordered and approved racial balance school districts to walk-to, so-called, or other school districts.

SOI Vote Requirement

I acknowledge that I have reviewed the MSBA's vote requirements for submitting an SOI, which are set forth in the Vote Tab of this SOI. I understand that the MSBA requires votes from specific governing bodies, in a format **using the language provided by the MSBA**. Further, I understand that the MSBA requires certified and signed vote documentation to be submitted with the SOI. I acknowledge that my SOI will not be considered complete and, therefore, will not be reviewed by the MSBA unless the required accompanying vote documentation is submitted in a form that is acceptable to the MSBA. All SOI vote documentation must be uploaded on the Vote Tab.

Each district must prioritize one Core Program Statement of Interest from all of the Statements of Interest that the district has submitted or prepopulated, including any SOIs that may be in the MSBA's capital pipeline. **At no time shall a district have more than one prioritized SOI on file with the MSBA.**

Is this SOI the District Priority SOI? Yes

School name of the District Priority SOI: Newburyport High

Is this part of a larger Master Facilities Plan and/or Educational Plan within the past five years that includes facility goals for this building and all school buildings in the District? Yes

If "YES", please provide the following:

Facilities Plan Date: 6/20/2023

Planning Firm: Newburyport Public Schools/City of Newburyport

Please provide a brief summary of the plan(s) including its goals and how the school facility that is the subject of this SOI fits into that plan:

The Newburyport Public Schools, working with the City of Newburyport, updates a 5-year Capital Improvement Plan annually. This plan lists capital needs for all school facilities across the district. The CIP is presented by the Director of Facilities to, and is approved by the School Committee before being sent to the Mayor and City Council for prioritization with other capital needs across the city. Funding is appropriated as available.

The current CIP can be found here:

https://www.cityofnewburyport.com/sites/g/files/vyhlf7106/f/uploads/fy2024-2028_capital_improvement_program_6-20-2023.pdf

Provide, if applicable, the most recent budget approval process that resulted in an operating budget reduction and the impact of the reduction to the school district (staff reductions, discontinued programs, consolidation of facilities). Please provide a description of the program modifications as a consequence of these teacher and/or staff reductions, including the impact on district class sizes and curriculum. If no recent teacher layoffs and/or staff reductions have occurred, please enter "Does Not Apply".

Does not Apply.

Please provide a description of the local actions and approvals needed to secure both funding for a feasibility study and project funding for a potential building project with the MSBA. Please include schedule information for both funding actions(i.e. Town Meeting, City Council/Town Council meetings, Regional School Committee Meetings).

Replacement of the roof on the high school has been on the five-year capital plan for several years, so the city council is well aware of the need to replace the roof. Once the district is invited into the ARP the project will be moved to the current year and voted on by the city council during the next capital plan cycle. If the invitation comes too far in advance of that process, a separate appropriation can be requested to secure the funding for the feasibility study at a time that is more appropriate for the MSBA process. It is also possible that the funding for a feasibility study will be appropriated as part of the current Capital Improvement Plan so the city will be ready in advance of an invitation into the ARP. The city council meets twice a month and requires that all appropriations be sent to committee (in this case Budget and Finance) to be vetted before being voted on by the full council. Given that the city council is already aware of this need, and that this has been discussed at Budget and Finance meetings in the past, it is likely that this funding could be approved within 30 days.

General Description

BRIEF BUILDING HISTORY: Please provide a detailed description of when the original building was built, and the date(s) and project scopes(s) of any additions and renovations including modular units (maximum of 5000 characters).

The original construction of Newburyport High School was completed in 1937. Circa 1960 an addition was built to the high school, but that addition was demolished when a complete renovation and addition occurred from 1999-2002. The new addition consists of a four-story, pie-shaped building that was constructed between the original part of the high school, and the War Memorial Stadium behind the school.

The renovation of the 1937 part of the building included a full interior demolition and rebuild with only the original stairways remaining. The exterior received some repairs, but notably the roof sections were not replaced at that time.

TOTAL BUILDING SQUARE FOOTAGE: Please provide the original building square footage PLUS the square footage of any additions (field one below) and/or modular units (field two below).

Original Building Plus Additions Square Footage	215000
Modular Units Square Footage	

SITE DESCRIPTION: Please provide a detailed description of the current site, including confirming the address of the school, who has ownership, control, and use of the site, and any known existing conditions that would impact a potential project at the site. Please note whether there are any other buildings, public or private, that share this current site with the school and/or if there are multiple schools housed within the same building. What is the use(s) of this building(s)? (maximum of 5000 characters).

Newburyport High School is located at 241 High Street in Newburyport, MA. The building and site are owned by the City of Newburyport and operated and maintained by the Newburyport Public Schools. The building sits on a 13.3 acre site at the top of a hill in a residential neighborhood.

The site also includes the War Memorial Stadium which was renovated in 2016 including the installation of an artificial turf field. The Stadium is used for various sporting events as well as the site for the high school's graduation ceremony.

There is a concession stand near the stadium along with a small electrical shed that provides power to the stadium. A baseball field is also located on the site.

The parking areas are insufficient for the number of staff in the building. Some staff and all students have to park off-site in the surrounding neighborhoods. Any project that requires a laydown area for materials is challenging when done while school is in session.

BUILDING ENVELOPE: Please provide a detailed description of the building envelope, types of construction materials used, and any known problems or existing conditions (maximum of 5000 characters).

Exterior walls of the building are brick. They are generally in good condition with some minor exceptions.

Most windows are over-sized double-hung wooden sash. The one major exception is the south facade which has aluminum frame windowed overlooking the stadium. The size of the double hung windows makes them difficult to operate. Most are in good condition, but many on the northeast side of the building are showing signs of deterioration due to their exposure to the northeast wind coming off the ocean.

Doors are a combination of wooden historic replica and aluminum store-front style. The wooden doors are

sometimes problematic from a security standpoint during wet or humid weather when they swell and do not automatically latch securely. During these times they require regular adjustments.

Over the center main portion of the 1937 part of the building is an asphalt shingled hip roof. This section of the roof is in poor condition, needing regular maintenance to replace shingles that blow off during strong windstorms, and leaking in areas where flashing has apparently failed. This roof was installed in 1995.

The remaining section on the 1937 portion of the building are flat PVC roofs that were last replaced in 1995 as part of a district-wide roofing project. There have been numerous leaks on all four of these separate sections (Library, Auditorium, East Classroom Wing, West Classroom Wing) as can be seen by the number of patches in these areas, and stained ceilings that can be found throughout the building.

The five sections described above are on the Building A section of the high school and are in need of replacement as soon as possible. They are now over 28 years of age.

The EPDM roof on the 2002 addition is in fair condition. A small project was conducted on this roof circa 2011 to correct an issue with the membrane pulling away from the bases of several of the roof top air handler units. This roof should be scheduled for replacement within five years.

Has there been a Major Repair or Replacement of the EXTERIOR WALLS? YES

Year of Last Major Repair or Replacement:(YYYY) 2002

Description of Last Major Repair or Replacement:

The exterior walls on the 1937 portion of the building have not had a major repair or replacement other than repointing. The addition was constructed from 1999 to 2002, replacing an addition that was constructed around 1960.

Total Roof Square Footage 65000

Roof Section A

Is the District seeking replacement of the Roof Section? YES

Area of Section (square feet) 6000

Type of ROOF (e.g., PVC, EPDM, Shingle, Slate, Tar & Gravel, Other (please describe)

Shingle

Age of Section (number of years since the Roof was installed or replaced) 28

Description of repairs, if applicable, in the last three years. Include year of repair:

Replacement of shingles is a recurring task as is making repairs to flashing around the ductwork that protrudes through this roof in multiple places.

Roof Section B

Is the District seeking replacement of the Roof Section? YES

Area of Section (square feet) 31530

Type of ROOF (e.g., PVC, EPDM, Shingle, Slate, Tar & Gravel, Other (please describe)

Flat PVC roof over the east classrooms, west classrooms, auditorium and library sections of the building.

Age of Section (number of years since the Roof was installed or replaced) 28

Description of repairs, if applicable, in the last three years. Include year of repair:

Patching has occurred regularly on this roof section over the past three years including as recently as January of 2024. This patching has been done both in-house by the maintenance team and by a roofing contractor.

Roof Section C

Is the District seeking replacement of the Roof Section? NO

Area of Section (square feet)

Type of ROOF (e.g., PVC, EPDM, Shingle, Slate, Tar & Gravel, Other (please describe)

Age of Section (number of years since the Roof was installed or replaced)

Description of repairs, if applicable, in the last three years. Include year of repair:**Roof Section F****Is the District seeking replacement of the Roof Section?** NO**Area of Section (square feet)****Type of ROOF (e.g., PVC, EPDM, Shingle, Slate, Tar & Gravel, Other (please describe))****Age of Section (number of years since the Roof was installed or replaced)****Description of repairs, if applicable, in the last three years. Include year of repair:****Total Window Count** 448**Window Section A****Is the District seeking replacement of the Windows Section?** NO**Windows in Section (count)****Type of WINDOWS (e.g., Single Pane, Double Pane, Other (please describe))****Age of Section (number of years since the Windows were installed or replaced)****Description of repairs, if applicable, in the last three years. Include year of repair:****MECHANICAL and ELECTRICAL SYSTEMS: Please provide a detailed description of the current mechanical and electrical systems and any known problems or existing conditions (maximum of 5000 characters).**

Both the mechanical and electrical systems were updated as part of the renovation and addition project between 1999 and 2002.

Heat is provided to the school by two natural gas-fired Smith Boilers which provide hot water to various terminal devices throughout the school including nine interior air handling units and three roof-top air handling units which provide fresh air throughout the building. Heat to the classrooms is provided by ceiling mounted fan coil units, and offices generally receive their heat via variable air volume boxes and baseboard radiant heat.

Two Trane chillers provide chilled water for air conditioning to about 90% of the building. These two pieces of equipment have been particularly problematic and costly to maintain as they are at or near the end of their expected service life.

Both boilers are fully operational and receive regular preventive maintenance from in-house staff with assistance from contractors from time to time. The interior fire walls of both boilers have both been rebuilt.

All mechanical equipment is operational and is in a condition that would be expected at this stage of its life cycle. Mechanical equipment receives regular preventive maintenance from in-house staff with assistance from contractors from time to time.

The entire electrical system from the main switch gear to all branch circuit wiring was replaced during the renovation and addition project from 1999-2002. The main electrical service is 480/277 volt, 4000 amp, three phase. The switch gear and all distribution panels were manufactured by General Electric.

A 250KW Kohler generator provides backup power to selected equipment and emergency lighting.

Most of the lighting throughout the building has been converted to LED fixtures.

Has there been a Major Repair or Replacement of the HVAC SYSTEM? YES**Year of Last Major Repair or Replacement:(YYYY)** 2002**Description of Last Major Repair or Replacement:**

All mechanical equipment was replaced during the renovation and addition project from 1999 to 2002, but much of this equipment is now at or near the end of its expected useful life.

Has there been a Major Repair or Replacement of the ELECTRICAL SERVICES AND DISTRIBUTION SYSTEM? YES

Year of Last Major Repair or Replacement:(YYYY) 2002

Description of Last Major Repair or Replacement:

All electrical equipment was replaced during the renovation and addition project from 1999 to 2002

BUILDING INTERIOR: Please provide a detailed description of the current building interior including a description of the flooring systems, finishes, ceilings, lighting, etc. (maximum of 5000 characters).

Interior walls are generally constructed of metal studs and gypsum wall board and finished with an egg-shell paint.

Most floors are vinyl composite tile with carpeting in offices, the auditorium and library. Most ceilings areas are suspended grids with acoustical ceiling tile, with some gypsum wall board ceilings in select areas.

Lighting is mostly LED fixtures with a few remaining T-8 fluorescent.

SPACES AND PROGRAMS: Please provide a description of the number and sizes (in square feet) of all spaces. Please also provide the current grade structure and programs offered. If a vocational or comprehensive high school offering Chapter 74 Programs and/or Career Technical Education, please include the number of programs currently offered (maximum of 5000 characters).

Newburyport High School serves grades nine through twelve and the curriculum is designed around two interconnected premises. First, students will acquire and demonstrate competencies in areas of academics, career options, personal/social relationships and wellness. Second, a major aspect of demonstrating those competencies is successful completion of a core curriculum and elective course work to earn the minimum of 110 credits to be eligible for graduation.

Courses are offered in art and theater, English, math, history/social studies, science and technology, world language, wellness and physical education, and special education.

9 Math classrooms average approximately 750 sq. ft.

9 Social Studies classrooms average approximately 750 sq. ft.

6 English classrooms average approximately 800 sq. ft.

6 Science classrooms average approximately 850 sq. ft.

4 Science Labs average approximately 750 sq. ft.

7 World Language classrooms average approximately 800 sq. ft.

5 Special Education classrooms range from 750 to 1200 sq. ft. The Nutrition Lab is 1350 sq. ft.

One computer lab is approximately 800 square feet, and the other was converted to a general classroom.

The College & Career Center is a 1200 Sq. Ft. lecture hall

The Art Suite includes 2 classrooms at 1600 & 1800 sq. ft, Photo Lab at 280 sq. ft. and Graphic Arts Computer Lab at 900 sq. ft.

The Library is 6600 sq. ft. and includes a PC Lab, Mac Lab, and quiet study area.
(the Library was renovated in 2012 including new carpeting, paint, furniture & technology)

The Auditorium is 6600 sq. ft. and seats approximately 660 people.

The Theater Program has a 900 sq. ft. room adjacent to the Auditorium

Theater also operates the TV Production Lab (580 sq. ft.) and TV Studio (340 sq. ft.) The Band Room is 1580 sq. ft.

The 2300 sq. ft. space that was formerly a woodshop is now used by the Ceramics/3D art program.

The Gym is 12,670 sq. feet including a fitness room

Three sets of bleachers can seat approximately 600 people
The Gym includes a full basketball court along with two smaller side courts
There is a walking track around the perimeter of the gym

The Cafeteria is approximately 8800 sq. ft. and can seat approximately 300 students
There are three lunch periods served by a full kitchen of approximately 1500 sq. ft.

TOTAL SCHOOL STUDENT ENROLLMENT: Please provide the current student enrollment at the school as of the SOI filing. 782

CURRENT GRADES SERVED AT SOI FACILITY: 9,10,11,12

SCHOOL TYPE: N/A

CAPACITY and UTILIZATION: Please provide the original design capacity and a detailed description of the current capacity and utilization of the school facility. Please also describe in detail any spaces that have been converted from their intended use to be used as classroom space (maximum of 5000 characters).

The design capacity of Newburyport High School is believed to be 800 students. There are currently 782 students enrolled. While there are always challenges to find space for all of the programs and services that are offered, the school is not considered to be overcrowded.

The original Television Production Room is now used as an office for the Technology Department. The Television Production program was relocated into what was the band room. The band program moved to the former Chorus Room and a room that was formerly used by a Music Technology class that no longer exists is now storage for the Athletic Department. A computer Lab has been converted to a general classroom space.

Is there overcrowding at the school facility? NO
If "YES", please describe in detail, including specific examples of the overcrowding and describe steps taken by the administration to address capacity issues.

Please provide the current student to teacher ratios at the school facility that is the subject of this SOI (# students per teacher) 12

Please indicate if the ratio is a goal, practice or a class size policy adopted by the School Committee
There is no written policy related to this, so this is a practice. The student to teacher ratio of from DESE data.

Please provide the originally planned student to teacher ratios at the school facility that is the subject of this SOI (# students per teacher) 12

MAINTENANCE and CAPITAL REPAIR: Please provide a detailed description of the district's current maintenance practices within the past five years, its capital repair program, and the maintenance program in place at the facility that is the subject of this SOI. Please include specific examples of capital repair projects undertaken in the past, including any override or debt exclusion votes that were necessary (maximum of 5000 characters).

The Newburyport Public School Facilities Department consists of a Director of Facilities, Head of Maintenance, two Maintenance Technicians, one Groundskeeper and 17 Custodians serving the three building in the district. Service contractors are used to supplement the Facilities Department staff typically working under service contracts for regular predictable maintenance needs on equipment such as emergency generators, fire sprinkler systems, fire alarm systems and several others.

The Facilities Department utilizes the School Dude Maintenance Direct CMMS for all routine maintenance requests. Faculty and Staff are asked to submit requests for any maintenance or custodial needs through School

Dude. The requests are routed to the Director of Facilities and Head of Maintenance, and then assigned to appropriate personnel for completion. The Technicians and Custodians mark the work requests complete, and they are then reviewed by the Director of Facilities before being closed.

Preventive maintenance is also scheduled through School Dude, utilizing the PM Direct program. Schedules are developed and maintained for equipment needing regular service. The program then creates a work request when maintenance comes due, and it gets assigned to the appropriate Technician or service contractor. Completion and close-out follow the same procedure as above.

The Newburyport Public Schools, working with the City of Newburyport, updates a 5-year Capital Improvement Plan annually. This plan lists capital needs for all facilities across the district. The CIP is presented by the Director of Facilities to, and approved by the School Committee before being sent to the Mayor and City Council for prioritization with other capital needs across the city. Funding is appropriated as available.

This process has led to a number of projects at the schools, most notably construction of the new Bresnahan School, renovation of the Nock-Molin School and renovation of the War Memorial Stadium at Newburyport High School. Other projects at Newburyport High School that have gone through this process and found funding from various sources include the Exterior Woodwork Restoration Project, sound and lighting upgrades in the Auditorium, replacement of the fire alarm panel, security upgrades and exterior masonry work to prevent water infiltration which was causing a serious problem with efflorescence.

Priority 5

Question 1: Please provide a detailed description of the issues surrounding the school facility systems (e.g., roof, windows, boilers, HVAC system, and/or electrical service and distribution system) that you are indicating require repair or replacement. Please describe all deficiencies to all systems in sufficient detail to explain the problem.

If a response has been previously provided, please reference which page the information is on in lieu of copying and pasting. The responses per Priority should capture new or different information than previously provided within this document.

The roof sections that are included in this Statement of Interest are on the Building A section of Newburyport High School. This is the original portion of the building that was constructed in 1937. The current roofing was installed in 1995, just prior to the major renovation and addition that was undertaken on the high school between 1999 and 2002. We identify these roofs as Pitched Roof, East Classrooms, West Classrooms, Auditorium and Library.

As one of the highest structures in Newburyport, and within close proximity to the ocean, the Pitched Roof section on the high school is often subjected to very strong winds. It is not uncommon for pieces of shingle to be found on the lower roofs and the grounds surrounding the building. Additionally, this section of roof is penetrated by two large air intake and exhaust ducts in the back center of the roof, and other ductwork out of the east and west ends. These areas have been frequently problematic as can be seen by the stained ceiling areas in the attic. The cupola also projects from this roof section and efforts to stop leaking around its base have been variably successful. There are still damp areas at times.

As a part of the renovation and addition project several pieces of mechanical equipment, as well as some skylights were removed from the flat roof sections of Building A. Additionally, other mechanical equipment was installed, and the increase in foot traffic, equipment and materials on these roofs during the construction project caused additional wear and tear and numerous issues. This has resulted in a patch-worked roof with many potential water infiltration points.

As the roof has continued to age, many of those patches have begun to detach. Water has found its way under the membrane taking its toll on the insulation and causing it to compact in areas, interrupting the drain channels that were initially built into the roof when it was installed. Ponding can now be seen in many areas with the water unable to reach the drains.

Recent (January 2024) rainstorms caused leaking on the stage of the auditorium over some of the lighting control equipment, in the balcony where we have had to block off a section of seats due to falling plaster, in a custodial closet where we have installed a tarp to catch the numerous drips, above and adjacent to stairway three where it is coming in through and around the ductwork that penetrates the sloped roof, and various other areas. In the library, newly stained ceiling tiles were noticed in two different locations in January 2024. Upon inspection they were both found to be saturated with water and on the verge of falling from the ceiling before being safely removed by facilities staff.

Priority 5

Question 2: Please describe the measures the district has already taken to mitigate the problem/issues described in Question 1 above.

If a response has been previously provided, please reference which page the information is on in lieu of copying and pasting. The responses per Priority should capture new or different information than previously provided within this document.

Patching each of these roof sections has been an ongoing task since the completion of the renovation and addition project in 2002. This has been done both by in-house staff and roofing contractors including CJ Phoenix, Hurley Roofing and Garland. In the past 12 months the Facilities Department has completed five work orders related to roofing issues and Hurley Roofing has been out three times in the past five months making multiple repairs during each of those visits.

Gale Associates assisted with a project to repair leaks around the ductwork on the east and west ends of the Pitched Roof in 2011.

As part of the Exterior Woodwork Restoration Project-Phase 2, which was completed in the summer of 2019, some flashing around the base of the cupola was replaced as was a large section of shingles.

In November of 2017 the Newburyport City Council approved \$20,000 to be used for high school roof repairs. About 75% of this funding has now been used.

Additionally, the Director of Facilities conducts a roof inspection on a regular basis. The most recent inspection was conducted on 4.24.23.

Priority 5

Question 3: Please provide a detailed explanation of the impact of the problem/issues described in Question 1 above on your district's educational program. Please include specific examples of how the problem prevents the district from delivering the educational program it is required to deliver and how students and/or teachers are directly affected by the problem identified.

If a response has been previously provided, please reference which page the information is on in lieu of copying and pasting. The responses per Priority should capture new or different information than previously provided within this document.

Leaks often cause the need for teachers to find another space in which to conduct their class or choose to arrange students around barrels and buckets that are catching water from an active leak. If a class is moved to another space the teacher may not have all of the resources and teaching aids that they would normally work with in their home classroom, thus diminishing the quality of the lesson on that particular day.

Additionally, poor air quality is always a concern when building components become damp from an active leak. If the leak has gone unnoticed for a period of time before the water actually makes it into a classroom, there could be concerns with mold growth on certain building materials, and it becomes imperative to dry them out as quickly as possible. A section of the balcony that has been closed due to falling plaster caused by the leaking roof limits the number of students who can sit in the balcony, and slippery floors from roof leaks create a hazard for all staff and students. In one instance, a damp ceiling tile fell from the library ceiling, just missing a staff member by inches.

Leaks can, and have, caused damage to teaching materials and other items in classrooms. This causes the need for the teacher to reproduce or replace these items, taking time away from other tasks more directly associated with teaching.

Priority 5

Question 4: Please describe how addressing the school facility systems you identified in Question 1 above will extend the useful life of the facility and how it will improve your district's educational program.

If a response has been previously provided, please reference which page the information is on in lieu of copying and pasting. The responses per Priority should capture new or different information than previously provided within this document.

A new roof will prevent further damage to the building and provide protection for these section of Newburyport High School for the next 25 to 30 years. This in turn will free up both manpower and financial resources, that are now being used on roof related issues, to be allocated to other issues throughout the facility. A new roof would also likely provide an improved insulating R-value for the roof, saving on energy costs. It will also provide a safer and healthier school environment for staff and students.

If not located elsewhere in this SOI, please also provide the following information:

Have the systems identified above been examined by an engineer or other trained building professional?:

YES

If "YES", please provide the name of the individual and his/her professional affiliation (maximum of 250 characters):

Steve Bergholm, Director of Facilities

Newburyport Public Schools

The date of the inspection: 4/24/2023

A summary of the findings (maximum of 5000 characters):

Ponding of water is noted in a number of areas on all sections of the roof. Tears, slices and punctures were also found, and work orders created to make repairs. Some older patches had deteriorated to the point that they needed to be replaced. Areas around ductwork penetrations noted to be damp and/or stained.

CERTIFICATIONS

The undersigned hereby certifies that, to the best of his/her knowledge, information and belief, the statements and information contained in this statement of Interest and submitted hereto are true and accurate and that this Statement of Interest has been prepared under the direction of the district school committee and the undersigned is duly authorized to submit this Statement of Interest to the Massachusetts School Building Authority. The undersigned also hereby acknowledges and agrees to provide the Massachusetts School Building Authority, upon request by the Authority, any additional information relating to this Statement of Interest that may be required by the Authority.

Chief Executive Officer * School Committee Chair Superintendent of Schools

_____	_____	_____
(signature)	(signature)	(signature)
Date	Date	Date

* Local Chief Executive Officer: In a city or town with a manager form of government, the manager of the municipality; in other cities, the mayor; and in other towns, the board of selectmen unless, in a city or town, some other municipal office is designated to the chief executive office under the provisions of a local charter. Please note, in districts where the Superintendent is also the Local Chief Executive Officer, it is required for the same person to sign the Statement of Interest Certifications twice.

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.

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.

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 First Reading on February 5, 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

¶

~~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 ¶
JFBB, School Choice ¶
JFABD, 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 Requiring 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 could 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

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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. ¶~~

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

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~~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 compensation 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.~~¶

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~~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

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~~CORPORAL PUNISHMENT~~

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~~State law provides that:~~

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~~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.~~

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~~LEGAL REF.: 71:37G~~

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

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~~STUDENT INSURANCE PROGRAM~~

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~~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.~~

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

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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.

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

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~~STUDENT GIFTS AND SOLICITATIONS~~

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~~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.~~

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

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~~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.~~

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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