

6A



THOMAS ANDERSON  
SUPERINTENDENT

NEW BEDFORD PUBLIC SCHOOLS  
PAUL RODRIGUES ADMINISTRATION BUILDING  
455 COUNTY STREET  
NEW BEDFORD, MASSACHUSETTS 02740  
www.newbedfordschool.org

(508) 997-4511

*"We are committed to developing a community of learners who are academically proficient, demonstrate strong character and exhibit self-confidence."*

KAREN A. TREADUP  
DEPUTY SUPERINTENDENT

ANDREW O'LEARY  
ASSISTANT  
SUPERINTENDENT OF  
FINANCE & OPERATIONS

HEATHER EMSLEY  
EXECUTIVE DIRECTOR OF  
HUMAN CAPITAL SERVICES

JENNIFER FERLAND  
EXECUTIVE DIRECTOR OF  
STRATEGIC INITIATIVES & PARTNERSHIPS

SANDRA FORD  
EXECUTIVE DIRECTOR OF  
SPECIAL EDUCATION & STUDENT  
SERVICES

SONIA WALMSLEY  
EXECUTIVE DIRECTOR OF  
EDUCATIONAL ACCESS &  
PATHWAYS

MEMORANDUM TO DECLARE SURPLUS

To: Principals, Directors, Coordinators, Supervisors, and Technology Services  
From: Andrew O'Leary, Assistant Superintendent of Finance & Operations  
Date: July 1, 2020  
Subject: **Surplus Property Report – June 2020**

The enclosed surplus property reports are forwarded for your information.

Please contact the originator for additional information.

Requests for surplus property should be made through the office of Finance & Operations.

Attachment(s)





THOMAS ANDERSON  
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PATHWAYS

### MEMORANDUM TO APPROVE EXCESS PROPERTY

**To:** New Bedford School Committee;  
Thomas Anderson, Superintendent

**From:** Andrew O'Leary, Asst. Superintendent of Finance & Operations

**Date:** August 1, 2020

**Subject:** Excess Property Report – June 2020

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The enclosed surplus property reports have been circulated internally and, except where noted, there have been no requests for the material.

I am recommending that this material be declared as excess to the need of New Bedford Public Schools to be so reported to the City of New Bedford.

Attachment(s)



The New Bedford Public Schools do not discriminate on the basis of age, gender, race, color, religion, ethnicity, national origin, disability, sexual orientation, ancestry, homelessness, gender identity, gender expression or immigration status.





**NEW BEDFORD PUBLIC SCHOOLS  
SURPLUS REQUEST FORM**

Revised: December 2018

To: Andrew B. O'Leary, Assistant Superintendent of Finance & Operations  
 From: Tanya Vitorino  
 Date: 6/30/2020

I would like to declare the following items surplus in accordance with School Committee Policy DN:

Quantity	Description	Make/Model	Asset Tag #	Serial Number	Condition
1	Monitors ↓ Towers	Dell		00020153 00020155	Good w/a
1	Tower ↓ Large Table	Dell		00020149	↓
1	Basketball hoop ↓ Table			00020248	poor
18	Monitors	Dell		00020224	good
19	Keyboards ↓ Towers	Dell		00020231	good
1				00020229	good
1				20244	↓
1				20282	↓
1				20237	↓
1				20234	↓

Signature: [Signature]  
 Name and Title: Tanya Vitorino, Principal  
 Dept. / School: West Swift



**NEW BEDFORD PUBLIC SCHOOLS  
SURPLUS REQUEST FORM**

Revised: December 2018

To: Andrew B. O'Leary, Assistant Superintendent of Finance & Operations

From: Tonya Vitorino

Date: 10/30/2020

I would like to declare the following items surplus in accordance with School Committee Policy DN:

Quantity	Description	Make/Model	Asset Tag #	Serial Number	Condition
1	Towers	Dell		00020243	good
1	↓	↓		20140	↓
1	↓	↓		20143	↓
1	↓	↓		20240	↓
1	Listening Center			20224	↓
4	Keubofords				poor
4	monitors				good
4	towers	Dell			good
				20220	good
				20223	good
				20124	good
				20150	good
3	Computer tables				good
1	Kayla King/ta Cooper		5301		poor
1	Kids desks				poor
9	Kids chairs				poor
1	Large Wooden table				poor
1	Large Comp. table				poor
					good

Signature:

Name and Title:

Dept. / School:

Tonya Vitorino

Tonya Vitorino

South Swift







# 2020-2021 Student Calendar \*

\* (ALL SCHOOLS, EXCEPT GOMES, HAYDEN-McFADDEN & PARKER)

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

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

No School - New Year's Day  
January 1  
No School - Martin Luther King Day  
January 18  
No School -  
Professional Development Day  
January 25

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

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

1/2 Day Professional Development  
February 10 (All schools) -  
Winter Vacation  
one week beginning February 15

Professional Development Days -  
August 31 - September 15

No School - Labor Day  
September 7  
First Day for Grades 1-12  
September 16  
First Day for Grades PreK-K  
September 21  
1/2 Day Professional Development  
September 30 (All schools)

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

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

1/2 Day Professional Development  
March 17 (All schools)

No School - Columbus Day  
October 12

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

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

No School - Good Friday  
April 2  
Spring Vacation  
one week beginning April 19

No School -  
Professional Development Day  
November 3 & 4 (All schools)  
No School - Veterans Day  
November 11  
1/2 Day Professional Development  
November 18 (Elementary) -  
Parent Teacher Conference -  
Secondary (Middle & High School)  
Thanksgiving Recess  
afternoon of November 25,  
November 26 and 27

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

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

1/2 Day Professional Development  
May 26 (All schools)  
No School - Memorial Day  
May 31

1/2 Day Professional Development  
December 9 (Secondary MS/HS) -  
Parent Teacher Conference -  
Elementary Schools  
December 16 (If Dec. 9 is Snow Day)  
Christmas Vacation  
from the close of school on  
December 23 through January 1

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

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

No School -  
Professional Development Day  
June 7 (All schools)  
Last Day of School  
\*June 18 is the last school day. If no  
days are lost due to cancellations,  
\*June 25 as required for calendar  
purposes, with five additional days  
added for weather or other  
emergencies.  
PLEASE NOTE: The last 2 days for  
students will be half days.

### SCHOOL HOURS (Monday-Friday):

ELEMENTARY SCHOOLS: 8:15 AM - 2:30 PM; (PULASKI: 8:45 AM - 3:00 PM);  
(RENAISSANCE: (Grades 1-5) Mon.-Wed. & Fri. 8:00 AM - 4:30 PM; Thurs. 8:00 AM - 3:00 PM); (Grades Pre K-K) 8:00 AM - 3:00 PM  
KEITH MIDDLE SCHOOL: 7:50 AM - 2:35 PM (1<sup>st</sup> dismissal); 2:45 PM (2<sup>nd</sup> dismissal); 3:15 PM (final dismissal);  
NORMANDIN & ROOSEVELT MIDDLE SCHOOLS: 7:50 AM - 2:30 PM (1<sup>st</sup> dismissal); 2:45 PM (2<sup>nd</sup> dismissal); 3:15 PM (final dismissal) - Middle school half day dismissals 10:55 AM  
NEW BEDFORD HIGH SCHOOL: 7:28 AM - 2:40 PM (1<sup>st</sup> dismissal); 3:00 PM (after school dismissal one); 3:30 PM (final dismissal)  
TRINITY DAY ACADEMY: 7:30 AM - 1:55 PM; WHALING CITY JR./SR. HIGH SCHOOL: 7:30 AM - 1:50 PM; PARENTING TEENS PROGRAM: 8:00 AM - 2:00 PM



**nbps**

**SCHOOL HOURS**

**MON. - WED. & FRI.**  
8:00 AM – 3:30 PM  
**THURS. 8:00 AM - 2:30 PM**  
STUDENTS (GRADES PreK-5)

**2020-2021 Student Calendar \***

**\* (JOHN A. PARKER ELEMENTARY SCHOOL)**

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

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

**No School - New Year's Day**  
January 1  
**No School - Martin Luther King Day**  
January 18  
**No School - Professional Development Day**  
January 25

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

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

**Half Day - PD Day**  
February 10  
**Winter Vacation**  
one week beginning February 15

**Professional Development Days -**  
August 25 - September 9

**PD Day/NBPS Convocation**  
August 31

**First Day of School - Grades 1-5**  
September 10  
**First Day of School - PreK-K**  
September 14  
**NBPS First Day of School**  
September 16  
**No School - Labor Day**  
September 7  
**Half Day - PD Day**  
September 30

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

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

**Half Day - PD Day**  
March 17

**No School - Columbus Day**  
October 12

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

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

**No School - Good Friday**  
April 2  
**Spring Vacation**  
one week beginning April 19

**No School - Professional Development Day**  
November 3 & November 4  
**No School - Veterans Day**  
November 11  
**Half Day - PD Day**  
November 18  
**Thanksgiving Recess**  
afternoon of November 25,  
November 26 and 27

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

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

**Half Day - PD Day**  
May 26

**No School - Memorial Day**  
May 31

**Half Day - PD Day**  
December 9  
**Christmas Vacation**  
from the close of school on  
December 23 through January 1

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

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

**No School - Professional Development Day**  
June 7  
**Last Day of School**  
\*June 18 is the last school day, if no days are lost due to cancellations.  
\*June 25 as required for calendar purposes, with five additional days added for weather or other emergencies.  
**PLEASE NOTE: The last 2 days for students will be half days.**

- Parker School students will receive 175 instructional days per the Commissioner's Level 5 Turnaround Plan and will be in school Mon.-Wed. & Fri. 8:00am-3:30pm. Thurs. 8:00am-2:30pm (Early Release once per week for Teacher Professional Development).
- Students will be released at 12:15pm for teacher professional development on the following Wednesdays: September 30; November 18; December 9; February 10; March 17; May 26.



**nbps**

**SCHOOL HOURS**

**MONDAY - FRIDAY**  
STUDENTS (GRADES PreK-5)  
8:00 AM – 3:30 PM

**2020-2021 Student Calendar \***  
**\*(ALFRED J. GOMES ELEMENTARY SCHOOL)**

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

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

No School - New Year's Day  
January 1  
No School - Martin Luther King Day  
January 18

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

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

No School - Presidents Day  
February 15  
No School  
February 19

Professional Development Day -  
August 25 - September 9

No School - Labor Day  
September 7  
First Day for Grades 1-5  
September 10  
First Day for Kindergarten  
September 14

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

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

No School - Columbus Day  
October 12

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

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

No School - Good Friday  
April 2  
Spring Vacation  
one week beginning April 19

No School -  
Professional Development Day  
November 3 & November 4  
No School - Veterans Day  
November 11  
Thanksgiving Recess  
afternoon of November 25,  
November 26 and 27

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

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

No School - Memorial Day  
May 31

Christmas Vacation  
from the close of school on  
December 23 through January 1

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

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

No School -  
Professional Development Day  
June 7  
Last Day of School  
\*June 18 is the last school day, if no  
days are lost due to cancellations.  
\*June 25 as required for calendar  
purposes, with five additional days  
added for weather or other  
emergencies.  
PLEASE NOTE: The last 2 days for  
students will be half days.

• Students will be released at 1:00pm for teacher professional development on the first Friday of every month.



# 2020-2021 Student Calendar \*

\*(HAYDEN McFADDEN ELEMENTARY SCHOOL)

## SCHOOL HOURS

**MONDAY - FRIDAY**  
STUDENTS (GRADES PreK-5)  
7:45 AM – 3:30 PM

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

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

No School - New Years Day  
January 1  
Half Day PD - January 13  
No School - Martin Luther King Day  
January 18  
No School -  
Professional Development Day  
January 25

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

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

Half Day PD -  
February 10  
Winter Vacation  
one week beginning February 15

Professional Development Days -  
August 24 - September 9

No School - Labor Day  
September 7  
First Day for Grades 1-5  
September 10  
First Day for Grades PreK-K  
September 14  
Half Day PD -  
September 30

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

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

Half Day PD -  
March 17  
Parent/Teacher Conferences  
March 16 & 17

No School - Columbus Day  
October 12  
Half Day PD -  
October 14  
Parent/Teacher Conferences  
October 13 & 14

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

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

No School - Good Friday  
April 2  
Half Day PD -  
April 14  
Spring Vacation  
one week beginning April 19

No School -  
Professional Development Day  
November 3 & November 4  
No School - Veterans Day  
November 11  
Half Day PD - November 18  
Thanksgiving Recess  
afternoon of November 25,  
November 26 and 27

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

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

Half Day PD -  
May 26  
No School - Memorial Day  
May 31

Half Day PD -  
December 9  
Christmas Vacation  
from the close of school on  
December 23 through January 1

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

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

No School -  
Professional Development Day  
June 7  
Half Day PD - June 9  
Last Day of School  
\*June 18 is the last school day, if no  
days are lost due to cancellations.  
\*June 25 as required for calendar  
purposes, with five additional days  
added for weather or other  
emergencies.  
PLEASE NOTE: The last 2 days for  
students will be half days.

6C

SCHOOL	HOURS	BUILDING BASED SUB RATE	COVID-19 DIFFERENTIAL	TOTAL PROPOSED PER DIEM RATE
Ashley Elementary School	7	\$85.00	\$41.00	\$126.00
Brooks Elementary School	7	\$85.00	\$41.00	\$126.00
Campbell Elementary School	7	\$85.00	\$41.00	\$126.00
Congdon Elementary School	7	\$85.00	\$41.00	\$126.00
DeValles Elementary School	7	\$85.00	\$41.00	\$126.00
Hathaway Elementary School	7	\$85.00	\$41.00	\$126.00
Jacobs Elementary School	7	\$85.00	\$41.00	\$126.00
Keith Middle School	7	\$85.00	\$41.00	\$126.00
Lincoln Elementary School	7	\$85.00	\$41.00	\$126.00
Normandin Middle School	7	\$85.00	\$41.00	\$126.00
Pacheco Elementary School	7	\$85.00	\$41.00	\$126.00
Pulaski Elementary School	7	\$85.00	\$41.00	\$126.00
Roosevelt Middle School	7	\$85.00	\$41.00	\$126.00
Swift Elementary School	7	\$85.00	\$41.00	\$126.00
Taylor Elementary School	7	\$85.00	\$41.00	\$126.00
Trinity Day Academy	7	\$85.00	\$41.00	\$126.00
Whaling City Jr/Sr High School	7	\$85.00	\$41.00	\$126.00
Winslow Elementary School	7	\$85.00	\$41.00	\$126.00
-----				
Gomes Elementary School	7.5	\$85.00	\$50.00	\$135.00
-----				
New Bedford High School	7.75	\$99.00	\$40.50	\$139.50
-----				
Renaissance Elementary School	8	\$99.00	\$45.00	\$144.00
Parker Elementary	8	\$105.00	\$39.00	\$144.00
-----				
Hayden-McFadden Elementary School	8.5	\$105.00	\$48.00	\$153.00



## REMOTE LEARNING

In the event of a district-specific emergency requiring the use of remote learning, the superintendent of schools may declare such emergency. ~~and shall, as soon as possible, obtain the approval of the school committee.~~ The remote learning plan below will be applicable in cases of disease, weather emergencies, destruction or damage to schools rendering them inaccessible, or other extraordinary circumstances, including emergencies declared by government officials, ~~the school committee,~~ or the superintendent.

When it becomes necessary for the school district to provide support to students who are unable to attend classes or access appropriate services due to an extended closure, the superintendent shall establish a plan and procedures to ensure that such services are provided. The provision of educational services may include the use of technology and devices, and strategies designed to support student learning away from school.

The remote learning plan will, to the extent possible:

- Ensure the safety of all students and staff in coordination with appropriate local and state departments and agencies;
- Provide support for student social and emotional wellbeing and address the implications of trauma experienced by students or staff as a result of the emergency;
- Identify goals and strategies for maintaining standards of student achievement and school improvement plans;
- Ensure instruction and services are delivered by district educators and personnel as much as practicable;
- Utilize the most effective tools and resources available for students and staff, including the skills and talents of district personnel, in the delivery of instruction and services and share resources as needed;
- Provide resources and services equitably to meet the needs and circumstances of all students;
- Identify remedial strategies necessary after the emergency to advance student achievement (i.e. after-school, extended day, summer school, and contingency scheduling to cancel vacations.);
- Gather information both during and after the period of emergency regarding the most effective means of remote learning to implement as appropriate.

In developing a remote learning plan, the superintendent will:

- Identify and prepare effective means for communicating with staff, students, parents and community stakeholders.
- Collaborate with municipal agencies that support the schools and community.
- Consult with the school committee to identify any extraordinary actions necessary or authority required to administer emergency and remote learning plans. This includes any changes to district policies on the school calendar, grading, promotions and retentions, local graduation requirements, testing, and standards and accountability.
- Consult with administrators and principals to ensure the continuing education of students at all levels, including:
  - use of the most appropriate resources, tools and strategies to deliver the curricula given local circumstances and conditions;
  - equitable access to appropriate content for all students;
  - specific accommodations for students at high risk, including clients of special education, students with disabilities, English learners, students at economic disadvantage, homeless students, students in foster care and students of military families.
- Utilize available technological resources suitable for serving students at all levels. This inventory will be prepared in advance in anticipation of an emergency.

- Ensure the privacy rights of students, staff and families are protected, including assessing the security of district technology.
- Consult with bargaining units to determine if modifications to collective bargaining agreements need to be established for the period of the emergency.
- Identify the financial implications of the emergency plan and recommend transfer of funds as may be necessary.

LEGAL REFS.:20 U.S.C. §1232g Family Education Rights and Privacy Act (FERPA)  
15 U.S.C. §§ 6501–6506 Children’s Online Privacy Protection Act (COPPA)

CROSS REFS.:EBCD – Emergency Closings  
IGA – Curriculum Development  
IGB – Support Services Programs  
IHBEA – English Learner Education  
IJND – Access to Digital Resources  
IJNDB – Empowered Digital Use  
IJNDC – Internet Publication  
IJNDD – Policy on Social Media  
IHBEA – English Language Learners  
JB – Equal Educational Opportunities  
JBB – Educational Equity

SOURCE: MASC – May 2020



## EDUCATIONAL EQUITY

The ~~School Committee~~ New Bedford Public Schools's goal is to strive to address the needs of every student in each of our schools, subject to budgetary, space and other limitations.

Educational equity for the purpose of this policy is defined as providing all students, as reasonably practical, the high quality instruction and support they need to reach and exceed a common standard.

To achieve educational equity ~~NBPS~~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, as reasonably practical, for each and every student, ~~NBPS~~the District shall:

1. Provide every student with access to high quality curriculum, support, and other educational resources.
4. Seek to promote educational equity as a priority in professional development.
5. Endeavor to create schools with a welcoming and inclusive culture and environment.
6. 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.

SOURCE: MASC\_

ADOPTED: ~~September 12, 2019~~  
July 2020



## ASSIGNMENT OF STUDENTS TO SCHOOLS

Generally, students will be required to attend school in the attendance area in which they reside, unless the Superintendent or his designee has granted special permission.

Special permission may be granted for the following reasons:

1. If the change involves a hardship case or if there are medical considerations.
2. If the change appears to be in the interests of the child, of the schools, or for disciplinary and administrative reasons.
3. If the legal residence of a child changes from one attendance area to another during the school year and the parents/guardians wish the child to remain in his former school; permission will not extend beyond the current school year.
4. To permit school students to take courses not offered in their assigned schools.

School bus transportation **will not be** provided for students attending schools outside their attendance area unless they can be accommodated on existing bus routes and schedules or a hardship is involved; or unless specific permission is granted by the Superintendent.

SOURCE: MASC February 2019

LEGAL REFS.: M.G.L. 71:37C; 71:37D; 71:37I; 71:37J

603 CMR 17.00

603 CMR 26.00

CROSS REF.: JC, Attendance Areas

Adopted July 2020



## 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, their own property and school property.

Nevertheless, exercise of that authority by school officials places unusual 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 district 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 their designee will be present when possible. An effort will be made to contact the student's parent 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 by the law enforcement officials.

SOURCE: MASC February 2019

Adopted: July 2020

add



File: IHA

## BASIC INSTRUCTIONAL PROGRAM

State law requires that schools:

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

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

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

### The Fundamental Skills

The business of the schools is to equip all children with the skills, tools, and attitudes that will lay the basis for learning now and in the future. This means giving highest priority to developing skills in reading, writing, speaking, listening, and solving numerical problems.

The first claim of the community's resources will be made for the realization of these priorities. School dollars, school talent, school time, and whatever innovation in program is required must be concentrated on these top-ranking goals. No student should be bypassed or left out of the school's efforts to teach the fundamental skills. Schooling for basic literacy must reach all students, in all neighborhoods, and from all homes.

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

Remove per MASC





File: JLA

## **STUDENT INSURANCE PROGRAM**

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

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

**REMOVE PER MAS**



File: JP

## **STUDENT GIFTS AND SOLICITATIONS**

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

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

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.

CROSS REFS.: GBEB, Staff Gifts and Solicitations  
JJE, Student Fund-Raising Activities  
KHA, Public Solicitations in the Schools  
KHB, Advertising in the Schools

**REMOVE PER MASC**



## ENGLISH LEARNERS

The District shall provide suitable research-based language instructional programs for all identified English Learners (EL) in grades Kindergarten through 12 in accordance with the requirements of state and federal statutes and Massachusetts Dept. of Elementary and Secondary Education (DESE) regulations and guidance, ~~on Identification, Assessment, Placement, and Reclassification of English Learners. Federal civil rights law requires districts to take appropriate steps to address the language barriers that prevent EL's from meaningfully participating in their education.~~

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

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

~~The District shall establish procedures in accordance with DESE guidelines to identify students whose native language is a language other than English through by administrating the DESE home language survey to all newly enrolled students. District shall administer screening assessments, and parents/guardian of initial placement. Identified students shall be assessed annually to determine their level of proficiency in the English language.~~

The District shall certify to the ~~Massachusetts Dept. of Elementary and Secondary Education~~DESE each year those students whose ~~dominant native~~ language is ~~not a language other than English, including specification of the number of non-English languages identified as dominant languages and the number and percent of students who speak each non-English language as their dominant language. Districts shall address the linguistic, academic, and non-academic needs of EL's across their school trajectory, including after they have exited the district EL program.~~

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

SOURCE: MASC April 2019

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

~~–LEGAL REFS.:20 U.S.C. 3001 et seq. (language instruction for limited English proficient and immigrant students contained in No Child Left Behind Act of 2001)~~  
~~42 U.S.C. 2000d (Title VI of the Civil Rights Act of 1964)~~  
~~Every Students Succeeds Acts of 2016 (ESSA)~~  
~~M.G.L. 71A~~  
~~603 CMR 14.00; 14.02~~

Adopted/Reviewed/Updated: 10/24/2016  
Revised July 2020



## POLICY ON SOCIAL NETWORKING WEB SITES

~~All staff will be trained annually orient new staff members concerning~~ regarding the importance of maintaining proper decorum in the on-line, digital world as well as in person. Employees must conduct themselves in ways that do not distract from or disrupt the educational process. The ~~trainingorientation and reminders~~ will give special emphasis to:

1. Improper fraternization with students using Facebook and similar internet sites or social networks, or via cell phone, texting or telephone.
  - a. ~~TeachersStaff~~ may not list current students as “friends” on networking sites.
  - b. All e-contacts with students should be through the district’s computer and telephone system, except emergency situations.
  - c. All contact and messages by coaches with team members shall be sent to all team members, except for messages concerning medical or academic privacy matters, in which case the messages will be copied to the athletic director and the school principal.
  - d. ~~TeachersStaff~~ will not give out their private cell phone or home phone numbers without prior approval of the district.
  - e. Inappropriate contact via e-mail or phone is prohibited.
2. Inappropriateness of posting items with sexual content
3. Inappropriateness of posting items exhibiting or advocating use of drugs and alcohol
4. Examples of inappropriate behavior from other districts, as behavior to avoid
5. Monitoring and penalties for improper use of district computers and technology
6. The possibility of penalties, including dismissal from employment, for failure to exercise good judgment in on-line conduct.

The Superintendent or designees will periodically conduct internet searches to see if ~~staffteachers~~ have posted inappropriate materials on-line. When inappropriate use of computers and websites is discovered, the School Principals and/or Superintendent or his designee will promptly bring that inappropriate use to the attention of the staff member and may consider and apply disciplinary action up to and including termination.

Adopted August 2010/

Reviewed/Updated: 10/24/2016

Reviewed/Updated: July 2020

IJNDC - INTERNET PUBLICATION

Cross Reference: IJNDC INTERNET PUBLICATION





## STUDENT ORGANIZATIONS

### 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 principal and superintendent 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 (see also Policy JICF).

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.

SOURCE: MASC February 2019

CROSS REF: JICF, Gang Activities/Secret Societies

LEGAL REF.:603 CMR 26.00

Revised July 2020

LEGAL REF.:M.G.L. 76:5

603-CMR-26.00



## 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, ~~(603 CMR 23.00)~~. 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

P.L. 103-382, 1994

M.G.L. 66:10; 71:34A, B, D, E, H

603 CMR 23.00

SOURCE: MASC February 2019

CROSS REF: KDB, Public's Right to Know

Revised July 2020

LEGAL REFS: Family Educational Rights and Privacy Act of 1974,

P.L. 93-380, Amended

P.L. 103-382, 1994

M.G.L. 66:10 71:34A, B, D, E, H

Board of Education Student Record Regulations adopted 2/10/77, June 1995 as amended June 2002.

603 CMR: Dept. of Elementary and Secondary Education 23.00 through 23:12 also

Mass Dept. of Elementary and Secondary Education publication Student Records; Questions, Answers and Guidelines, Sept. 1995

SOURCE: MASC

CROSS REF: KDB, Public's Right to Know



## STUDENT PHOTOGRAPHS

Individual schools may arrange, in cooperation with the school's parent organization, student council, designated student committee, or a staff committee, to take individual student and/or class group pictures.

Individual and/or class group pictures may be taken at the school facility and during the regular school day hours. The pictures shall be made available for purchase by students and/or parents/guardians on a voluntary basis. The building Principal or their/his/her designee shall have final authority in authorizing the picture-taking program and will be responsible for overseeing the process.

Students may be required to have an individual picture taken for the cumulative file or identification purposes; however, no student shall be pressured or required to purchase photographs.

The purpose of the policy is to:

**Enhance the safety of students through visual identification in an emergency situation.**

**Facilitate the social, educational, and administrative activities conducted in the school.**

**Provide a service to parents and students.**

**Allow the profits gained from the picture-taking program to be used by the sponsoring group and authorized by the building Principal.**

LEGAL REF.:M.G.L. 30B:1(b)(31)

SOURCE: MASC February 2019

Revised July 2020



## SCHOOL COMMITTEE MEMBER AUTHORITY

### Authority

Because all powers of the School Committee derived from state laws are granted in terms of action as a group, members of the School Committee have authority only when acting as a Committee legally in session.

The School Committee will not be bound in any way by any statement or action on the part of an individual member except when such statement or action is a result of specific instructions voted by the Committee.

No member of the Committee, by virtue of his/her office, will exercise any administrative responsibility with respect to the schools or command the services of any school employee.

The School Committee will function as a body and all policy decisions and other matters, as required by law, will be settled by an official vote of the Committee sitting in formal session.

### Duties

The duties and obligations of the individual Committee member may be enumerated as follows:

1. To become familiar with the General Laws of the Commonwealth relating to education and School Committee operations, regulations of the Massachusetts Board of Education, policies and procedures of this School Committee and School Department.
2. To keep abreast of new laws and the latest trends in education.
3. To have a general knowledge of the goals, objectives, and programs of the city's public schools.
4. To work effectively with other Committee members without trying either to dominate the Committee or neglect his/her share of the work.
5. To respect the privileged communication that exists in executive sessions by maintaining strict confidentiality on matters discussed in these sessions, except that which becomes part of the public record, once it has been approved for release.
6. To vote and act in Committee impartially for the good of the students.
7. To accept the will of the majority vote in all cases, and to remember that he/she is one of a team and must abide by, and carry out, all Committee decisions once they are made.
8. To represent the Committee and the schools to the public in a way that promotes interest and support.
9. To refer questions and complaints to the Superintendent of Schools.
10. To comply with the accepted code of ethics for School Committee members.
11. Decorum at meetings shall be expected by the members of the School Committee. Vulgar language, gestures and behaviors shall not be allowed. At each meeting, the Chair shall give one warning of any such violations to the violator. Upon second offense, the violator shall be removed from the meeting.





## ATTENDANCE AREAS

Attendance areas for the various schools of the town will be drawn up by the Superintendent and approved by the School Committee. The primary considerations that govern the establishment of a school attendance area are school capacity and transportation considerations. Generally, students will attend the school in the attendance area in which they live.

In establishing an attendance area, New Bedford Public Schools will take into consideration safe walking conditions consistent to the district's transportation policies.~~the following general guidelines will also be applied:~~

- ~~1. Use of safe walking conditions consistent with the Committee's transportation policies; where possible, major traffic thoroughfares and natural barriers will be used for boundaries.~~
- ~~2. Honoring community of interest; where possible, school attendance zones will incorporate community patterns.~~

From time to time an overcrowded condition in an existing school, the development of new residential areas, or the opening of a new school may require the establishment or change of previously established school attendance areas.

The Committee will confer with community representatives prior to setting new attendance lines. However, ~~t~~The Committee's primary basis for judgment must~~will~~ be equality of educational opportunity for all students rather than the personal desires of any one group.

The Superintendent is authorized to make exceptions to attendance lines for individual children in the best interests of the student and/or the school.

LEGAL REFS.: M.G.L. 71:37C; 71:37D; 71:37I; 71:37J

Board of Education Regulations Pertaining to Section 8 of Chapter 636 of the Acts of 1974, Regarding Magnet School Facilities and Magnet Educational Programs, adopted 2/25/75

Board of Education Regulations Pursuant to Chapter 636 of the Acts of 1974, adopted 9/10/74

Board of Education Regulations Pertaining to the Preparation of Racial Balance Plans which Involve Redistricting, adopted 4/24/73

CROSS REF.: JCA, Assignment of Students to Schools

Revised July, 2020



## PROHIBITION OF HAZING

In accordance with Massachusetts General Laws, ~~Chapter 536 of the Acts of 1985~~, 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 ~~principal~~ 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

SOURCE: MASC February 2019

Revised: July 2020



## 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 ~~of students in grades 7 and 9~~ shall be notified of the verbal screening tool prior to or at the opening of school each year, ~~and of their right to decline to have their student screened. Students in grades 7 and 9 shall be notified of the verbal screening tool prior to the screening and Parents/guardians shall have the right to opt out of the screening by written notice prior to or during the screening. prior to or at the time of the screening. The district shall provide each parent/guardian with a district form for the purpose of indicating the parent's/guardian's decision to permit or decline the screening. Notices to parents, guardians, and students, and forms shall be in the primary language of the parent/guardian/student.~~
- 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/guardians 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.

SOURCE: MASC February 2019~~8~~

LEGAL REFS.: M.G.L. 71:2A; 71:96; 71:97; 272:40A

CROSS REFS.: ADC, Tobacco Products on School Premises Prohibited

GBEC, Drug Free Workplace Policy

GBED, Tobacco use on School Property by Staff Members Prohibited

IHAMB, Teaching About Drugs, Alcohol, and Tobacco

Revised: July 2020

~~IHAMB, Teaching About Drugs, Alcohol, and Tobacco~~

~~GBEC, Drug-Free Workplace Policy~~

~~Amended: June 11, 2018~~



## 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.

~~The traditional "open door" policy in the public school system will be continued.~~ Students—and their parents and/or guardians—who believe that a student has received unfair treatment may bring forward their grievance through the appropriate channel. Appeals of individual 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 ~~and reviews of student grievances.~~ ~~In general, procedures will begin with the authority imposing the penalty (for example, Principal or teacher) and may ultimately be referred to the Superintendent and on to the School Committee if applicable.~~

~~Every attempt will be made to seek a satisfactory solution to any legitimate grievance in a friendly and informal manner.~~

CROSS REF: JIC Student Discipline

SOURCE: MASC February 2019

Revised July 2020

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## STUDENT OVERNIGHT TRAVEL REGULATIONS

### 1. Transportation

The use of vans or private automobiles for trips planned to include late night or overnight student travel is prohibited. Late night or overnight trips will use commercial motor coaches.

Trips planned to include late night or overnight student travel will include a pre-trip check of companies, drivers, and vehicles. CORI and/or background checks will be conducted in accordance with Massachusetts General Laws Chapter 71, section 38R, and School Committee Policy.

The Superintendent or designee will ensure that the selected carrier is licensed for passenger transportation by the Federal Motor Carrier Safety Administration (FMCSA). The district will not contract with any carrier that has a safety rating of “conditional” or “unsatisfactory”. FMCSA ratings are available at <https://safer.fmesa.dot.gov/CompanySnapshot.aspx> <https://ai.fmcsa.dot.gov/SMS/>.

The contract with the carrier will prohibit the use of subcontractors unless sufficient notice is given to the district that allows verification of the subcontractor’s qualifications.

### 2. Trip Scheduling

Overnight accommodations should be made in advance with student safety and security in mind. Whenever possible, trip schedulers should avoid planning student travel between the hours of midnight and 6:00 a.m., due to the increased risk of vehicular accidents during this time period.

Whenever possible, overnight trips should be scheduled on weekends or during school vacations to minimize lost classroom time. Non-academic field trips are considered “optional school programs” and do not count toward meeting structured learning time requirements. (Refer to the Massachusetts Dept. of Elementary and Secondary Education publication Student Learning Time Regulations Guide)

Trip itineraries must leave enough time for drivers to rest in conformity with federal hour-of-service requirements and common sense.

Trip scheduling should take into account the likelihood of delays due to weather, traffic, stragglers, and other unanticipated factors.

If substantially all members of a class are participating in a trip, the school should provide appropriate substitute activities for any students not participating.

### 3. Fundraising

The amount of time to be devoted to fundraising should be reasonable and commensurate with students’ obligations for homework, after-school activities, and jobs.

Group fundraising activities are preferred. Students should not be assigned individual fundraising targets.

If students are charged individual fees for participation, every effort should be made to provide scholarships where needed.

Additional Resources

Federal Motor Carrier Safety Administration (FMCSA)

<https://www.fmcsa.dot.gov/>

United Motorcoach Association – Student Motorcoach Travel Safety Guide (includes “Motorcoach Safety Checklist)

<https://www.uma.org/consumer/student-transportation/>

Department of Defense’s approved list of motor carriers

[www.defensetravel.dod.mil/Docs/BusAgreementPOCs.pdf](http://www.defensetravel.dod.mil/Docs/BusAgreementPOCs.pdf)

SOURCE:MASC February 2019

CROSS REFS.:IJOA, Field Trips

ADDA Background Checks

LEGAL REFS.:M.G.L. 69:1B; 71:37N; 71:38R

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CROSS REFS.: IJOA, Field Trip