



HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

Buker Elementary School
Multi-Purpose Room

School Committee Meeting
Thursday, June 15, 2017

7:00 PM

1. **Call to Order** 7:00
2. **Pledge of Allegiance**
3. **Citizens' Comments**
4. **Chair's Report**
5. **Superintendent's Report**
6. **Consent Agenda**
 - a. Minutes of June 8, 2017 meeting Exhibit N
7. **New Business**
 - a. SEPAC Annual Report
 - b. Introduction of new Student Body President – James Goudie
 - c. Appoint Director of Student Services
 - d. Funding Proposal-Foundation for Alcohol Education Exhibit A
 - e. Donations Exhibit B
 - Friends of Cutler \$4,412.
 - The Patio Company Walkway Donation
 - f. EOY Financial Forecast Exhibit C
 - g. Report of School Improvement Goal Progress for 2016-17 Exhibit D
 - h. School Lunch Price Increase Exhibit E
 - i. SC Goals for 2017-2018 Exhibit F
 - j. School Choice Update Exhibit G
 - k. Treasurer's Appointment Process
 - l. Discuss Superintendent's Review Process
 - m. Longmeadow Study Group Appointment
 - n. SC Workshop Date for Summer 2017
 - o. Regional Agreement Committee
 - p. Warrant Subcommittee Dates Exhibit O
8. **Committee Reports**
 - a. Communications
 - b. Policy-Legislative
 - 2ND Reading of Policies
 - Administering Medicines Exhibit H
 - AIDS-HIV Policy Exhibit I
 - Cori Policy for Challenge Course Exhibit J
 - Graduation Requirements Exhibit K
 - Harassment Prevention Exhibit L
 - New SC Orientation Exhibit M
 - c. Warrant
 - d. Capital-Finance & Regional Agreement
 - e. Student Rep.
 - f. Other-School Liaisons Updates
9. **Other**
 - a. Topics for next meeting
10. **Vote to Adjourn** 9:30

Secretary: Kerry Gertz, HWRSC

**THE HAMILTON-WENHAM REGIONAL
SCHOOL COMMITTEE
MEETING**

Thursday, June 8, 2017 7:00 PM
Buker School Multi-Purpose Room

Present:

Michelle Bailey
Kerry Gertz
Gene Lee,
Josh Liebow, Chair
Stacey Metternick
David Polito

Also present:

Michael Harvey, Superintendent
Jeff Sands, Assistant Superintendent
Nancy Bergner, H-WRSC Meeting Clerk

I. Call to Order

Josh Liebow called the meeting to order at 7:04

II. Pledge of Allegiance

III. Citizen's Comments

none

IV. Chair's Report

A. Congratulations to the HWRHS Class of 2017

V. Superintendent's Report

Congratulations to the Class of 2017

Best wishes to the 156 members of the Class of 2017 who received their diplomas this past Saturday on the field at Hamilton-Wenham Regional High School. It was truly an enjoyable event. The valedictorian Ozioma-Jesus Anyanwu and Salutatorian Zhe Chang both gave wonderful speeches that were both thought provoking and lighthearted. I would like to wish all of our new graduates the best as they move on to the next phase of their lives. Thanks also to Principal Eric Tracy, Asst. Principal Bryan Menegoni, Class Advisor Kirsten Losee, and the entire HWRHS faculty and staff for all of their work in making all of our Senior Week events memorable for our students.

Elementary ELA Coordinator Hired

Peggy McElhinney is pleased to announce that we have hired Sue Stibel as our new Elementary ELA Coordinator. Sue is currently the district elementary literacy coach in Stoneham. She has many years of experience in both public and private schools, serving as a first grade teacher, a literacy specialist, a curriculum coordinator, and the director of the lower school at a private day school. She has also been an adjunct instructor at Lesley and Brandeis and has served as a professional development provider for DESE. Sue is an expert in the Fountas and Pinnell Literacy Continuum and has completed training in Writer's Workshop at Teachers' College. She will begin her work with the district on August 1st.

Secondary Special Education Coordinator Hired

Kathy Harris is pleased to announce that Lindsey McGovern has been hired as the new Special Education Coordinator for Grades 6-12. Lindsey is currently the Director of Special Education for the Rockport Public Schools. Lindsey has also been an Assistant Director of Student Services in Natick, an Evaluation Team Supervisor in Lexington, and a Team Chairperson at Minuteman Technical High School. Lindsey has also worked for the Massachusetts Department of Elementary and Secondary Education where she Chaired Coordinated Review Process Teams. Lindsey will begin her work in the HWRSD this summer after completing her responsibilities in Rockport.

Congratulations to Our Retirees

I would like to congratulate our retiring staff members: Angela Reddy (21 years) of MRMS, Susan Lucia (27 years) and JoAnne Kinnear-Brown (30 years) of Cutler, Director of Special Education Katherine Harris (6 years) and Annette Mattern (23 years) of the District's Food Service. Thank you to all of them for your years of service to the children of Hamilton and Wenham. You will be missed!

VI. Consent Agenda

- | | |
|--|------------------|
| A. Minutes of May 11, 2017 | Exhibit A |
| B. Minutes of April 6, 2017, Amended | Exhibit |
| B | |
| C. Minutes of April 27, 2017 Amended | Exhibit |
| C | |
| D. Minutes of May 18, 2017— | Exhibit D |
| E. Minutes of May 4, 2017, Amended | Exhibit |
| E | |
| F. Warrants 5.23.17 and 6.6.17 | Exhibit F and F1 |

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE APPROVE THE CONSENT AGENDA AFTER REMOVING THE MINUTES OF MAY 18, 2017 [EXHIBIT D]. THERE CAN BE NO FURTHER CHANGES TO THE AGENDA.

MOTION by Kerry Gertz; SECONDED by David Polito

Unanimously approved by 6 members present

Discussion: The CORI policy for Challenge Courses was not approved at the May 18 meeting and therefore reference to it should be removed from the minutes.

**I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL
COMMITTEE APPROVE THE MINUTES OF MAY 18, 2017 AS
AMENDED.**

MOTION by Kerry Gertz; SECONDED by David Polito

Unanimously approved by 6 members present

VII. New Business

A. Food Service Presentation – Catherine Donovan Exhibit S

Ms. Donovan gave a presentation explaining the scope of services her department provides to the district, the impact of recent changes in regulation and initiatives taken in each school to connect students with their community and food, and to motivate them to make increasingly healthy choices. She discussed and answered questions regarding current and desired facilities, as well as financial concerns

Discussion:

Does the meal price increase need to be approved by the School Committee?

Some other districts require approval by the School Committee.

Administration response: The policies do not specify this requirement.

Jeff Sands commented on Catherine's professionalism and the high quality of meal options in this district. The District is fortunate to have her here.

B. Donations: Exhibit G

1. Friends of HWRSH/MS \$500
2. HW Friends of the Arts \$1250
3. Friends of Cutler \$500
4. Farm Bar & Grill \$1600
5. Katherine Bradford \$500

**I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL
COMMITTEE VOTE TO ACCEPT THE DONATIONS LISTED IN EXHIBIT G.**

MOTION by Kerry Gertz; SECONDED by Stacey Metternick

Unanimously approved by 6 members present

C. Ed Fund Grant: A space for ALL with MC Squares \$2610.97 Exhibit H

**I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL
COMMITTEE VOTE TO ACCEPT THE ED FUND GRANT LISTED IN EXHIBIT H.**

MOTION by Kerry Gertz; SECONDED by Stacey Metternick

Unanimously approved by 6 members present

D. KNK Zing Orbit Computerized Cutting Systems & Supplies \$3784.42

Exhibit I

**I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL
COMMITTEE VOTE TO ACCEPT THE ED FUND GRANT FOR THE ZING
CUTTING SYSTEMS LISTED IN EXHIBIT I.**

MOTION by Kerry Gertz; SECONDED by Stacey Metternick

Unanimously approved by 6 members present

Note: Donations are recognized via a letter of acknowledgement from Mike Harvey for each donor.

E. Whittier Science Fund Acceptance

Disbursement of these monies will be determined by the administration to support STEM throughout the District.

**I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL
COMMITTEE VOTE TO ACCEPT DONATIONS TO THE WHITTIER SCI-
ENCE FUND IN THE AMOUNT OF \$2005.**

MOTION by Kerry Gertz; SECONDED by Stacey Metternick

Unanimously approved by 6 members present

F. SC Member appointed to Library Advisory Group: David Polito

G. Turf Field Update

Exhibit J

Jeff's recommendation to the SC was to see what was left on the Gale Study and determine what items specifically needed action from the SC. Kathy Hurdle wrote the memo included in Exhibit J. A copy of Gale's study and the warrant articles from the Town Meetings are in Exhibit J. We are currently in Phase 4. One document requires action by the SC: Notice of Intent (requires SC Chair's signature). All fees associated with the Study are included in the Scope of Services.

INQUIRY: Once it is permitted, are we locked into the existing plan? NO. The current plan includes everything we *might* want so that all is allowed without seeking additional permitting. If we decide to scale back, we can.

SC acknowledged that all requests for information which are submitted to Jeff are always answered thoroughly.

INQUIRY: Does the SC need to make a motion to officially accept the plan? Jeff recommends that we agree as a SC to commission Josh to sign the Notice of Intent, which will move the process forward.

Concern: once we do this, does this draw a representative from the SC to be involved with the additional meetings which will result from this? Josh and Dave are willing to be available for this.

Four meetings are anticipated following the submissions of permit applications.

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO DIRECT OUR CHAIR JOSH LIEBOW TO SIGN THE LETTER OF INTENT .

**MOTION by Kerry Gertz; SECONDED by Stacey Metternick
Unanimously approved by 6 members present**

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE AUTHORIZE JOSH LIEBOW AND DAVID POLITO TO REPRESENT THE SCHOOL COMMITTEE AT PLANNING BOARD AND CONSERVATION COMMITTEE MEETINGS.

**MOTION by Kerry Gertz; SECONDED by Stacey Metternick
Unanimously approved by 6 members present**

H. Develop SC Goals for 2017-2018

Discussion: Some goals from 2016/2017 have been completed. Others are still open. The Chair recommends that incomplete goals from last year remain open, since significant work on these are underway.

Goal # 1 Budget

- a. Advocate for a budget that calls for educational excellence while being mindful of the fiscal constraints of the communities: in progress

Goal # 2 Capital Plan

- a. Develop an implementation and financing strategy for the Capital plan, including the Master Plan, Operational Items and Turf Field Plan with the involvement of major stakeholders: in progress

Goal # 3 Update the Regional Agreement

- a. Develop an updated version of the Regional Agreement that addresses apportionment and other minor items to present to approval at Town Meeting for spring of 2017: Retain for 2017/2018

Goal # 4 Policy Review Process

- a. Develop a documented and approved process for regular review and update of the District Policy Manual. The process was created and confirmed, and two out of three policy sections were reviewed and completed. Remaining Policy review tasks should be continued

Additional goals discussion. The following topics were entertained:

Settling all contracts in 2017/2018? This goal would join several other big events in the year ahead.

Facilities are an issue which also need to be addressed. Perhaps the Master Plan can reference this. [Notes—The Library is a facility related project which is incorporated into the Master Plan.]

Review all previous studies and reports, and write a summary report on recommended next steps.

Assess/evaluate and come up with strategy for facility needs across the District. A large goal on this should have a number of smaller, more manageable objectives which can be used to measure progress toward the goal. This discussion should be continued at a subsequent meeting.

- I. Warrant Sub-Committee Dates and SC Meeting Dates for 2017-2018** Exhibit K
Discussion of merits of Wednesday vs. Thursday meetings. Of vital concern is ensuring a quorum for Warrant Sub-Committee meetings. While the current practice has worked, it will fall apart if someone cannot show up. Many SCs hold Warrant Committee meetings alongside SC meetings. Jeff Sands reminded the SC of the impact of changing the Warrant Sub-Committee meeting dates on effectively meeting payroll obligations due to time constraints. At this point the Warrant dates and Warrant Sub-Committee dates are not properly coordinated to allow for time for the Administration to execute decisions of the Warrant Sub-Committee. Discussion of various members' abilities to meet Warrant Sub-Committee obligations as currently scheduled were pursued. Suggestion that SC meetings then be aligned with Warrant Committee meetings (i.e., Wednesdays) may resolve the difficulty. Another suggestion—retain the current Warrant Sub-Committee dates through August 1, then revisit the remaining calendar. Suggestion: Aligning Warrant Sub-Committee meetings with School Committee meetings is the most promising option for ensuring the necessary quorum. The Committee should decide on June 15 whether the July Warrant Sub-Committee meeting will be on the 18th or the 18th. August meeting will be on the 2nd. SC members should access the shared Google Doc to keep this important scheduling up to date. Is there a Power of Attorney arrangement that would allow for remote approval of a Warrant Sub-cCommittee member? Jeff will obtain legal counsel's recommendation and share it with the SC.
- J. Policy Review**
Policy Review Committee has not yet voted in a chair.
- 1. Cori Policy for Owners of Challenge Courses—First Reading** Exhibit L
Discussion: This language reflects the standard policy held by all Project Adventure Challenge Course owners.
 - 2. Graduation Requirements—First Reading** Exhibit M
Discussion: punctuation needs to be corrected. It has been 5 years since this policy has been updated. Wording was tightened for specificity. Should certificate program requirements be included in this part of the policy? Various certifications are included on transcripts, not on diplomas. Mike Harvey will look into this issue and report back to the SC.
 - 3. New School Committee Member Orientation—First Reading** Exhibit N

Discussion: the language of the policy reflects current and past practice. “Charting the Course” is not specifically named, although the 8 hours of orientation referenced in this policy and required by law is currently called “Charting the Course.” The list of documents which the SC should be getting should be explicitly named.

4. Administering Medicines to Students—First Reading Exhibit O
Discussion: Policy includes back-up measures for administering medicines in the absence of the School Nurse. The Medical Administration Plan applies in all school related places and times—field trips, athletic events, school trips, etc. Some discussion of Tewksbury’s policy of no longer maintaining multiple pens. Saving money at the cost of increasing liability was discussed.
5. Harassment Prevention and Response—First Reading Exhibit P
Discussion; This policy is currently in the handbook. Has been approved by legal counsel.
6. School Committee Self Evaluation—First Reading Exhibit Q
Discussion: There is an existing policy referring to an “attached survey” which has not been found. Exhibit Q includes a survey put together by the Massachusetts Association of School Committees. Do we wish to use this survey? It should begin with page 4 of Exhibit Q. Policy Working Group will edit and condense.
7. Remove HIV AIDS Policy from SC Policy Manual Exhibit R
The School Nurse recommends that this policy, which is outdated, be removed. Associated health concerns are thoroughly addressed elsewhere in the policies. The SC will vote on removing this policy after the second reading.

VIII. Other

- A. Topics for next meeting
 1. Date for August workshop, if we are doing one. Determine topic, facilitator
 2. Regional Agreement Committee—Formation, date for next joint meeting with the Towns.
 3. Working Group/Committee updates
 4. Treasurer Appointment/Review/Evaluation Process
 5. Recommendation for approval of a Special Ed Director

IX. Vote to Adjourn

**I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL
COMMITTEE VOTE TO ADJOURN AT 9:22 PM.**

MOTION by Kerry Gertz SECONDED by Stacey Metternick

Unanimously approved by 5 members present

Respectfully submitted,

Nancy R. Bergner
Clerk, H-WRSC Meeting

To: Foundation for Alcohol Education
17 Hedding Avenue
South Hamilton, MA 01982

Funding Proposal: Teens Substance Abuse Education Speaker **Bill Phillips from New Beginnings:**
<http://www.nbprograms.com/>

As part of a comprehensive wellness education curriculum students are provided a myriad of learning opportunities to acquire the knowledge and skills to be competent in making health-enhancing decisions. These learning experiences encompass decision-making opportunities on the use of alcohol, medications and avoidance of substances, and in communicating about substance use/abuse prevention for healthier homes, schools, and communities.

Three years ago the department implemented a guest speaker series for students in grade 10. The Hamilton Police Department and the Wenham Police Department have come in multiple times to work with students on refusal skills and discuss the consequences of substance abuse. The challenge has been to provide students with a multitude of learning opportunities to investigate the relationship between alcohol, multi-drug use and the increased negative effects on the body, including the stages of addiction, and overdose. The guest speaker series complements the Wellness education curriculum by being woven throughout the unit to provide students a variety of opportunities to apply learning to their individual lives.

We would like to bring in guest speaker **Bill Phillips of New Beginnings**, <http://nbprograms.com/default.asp>.

New Beginnings is a program “to promote awareness and acceptance of alcoholism and other dependencies as a health issue of grave concern to everyone, with major ramifications to the welfare of the community.” Bill will meet with each sophomore class in a small group setting to discuss the most current issues students deal with everyday as well as strategies and approaches to encourage students to make responsible decisions. Additional recovering adults will accompany Bill to speak about their ordeals with addiction and their successes in overcoming them.

Bill’s presentation addresses major components of the Wellness education curriculum:

K-12 Wellness Transfer goal for students to independently use their learning to take personal responsibility for making healthy choices which are physically, socially, emotionally and intellectually balanced.

K-12 Wellness Transfer goal for students to independently use their learning to exhibits the ability to lead as a respectful and responsible role model while contributing to one's local, national and global communities.

Grade 10 Wellness curriculum essential question: How can alcohol, tobacco and other illegal or misused drugs affect my personal health? My Learning? My home environment?

We are hoping the Foundation for Alcohol Education can help us with the monetary cost of this event. The total is \$1,000.00 which will cover Bill and additional speakers coming into classes in the fall and spring to provide all Grade 10 students with learning opportunities beyond the walls of the building in a small group setting which will enable them to apply their decision makings skills to real-life situations.

Please contact me if you have any questions?

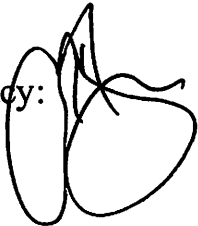
Thank you for your consideration and time.

Prudy Pilkanis

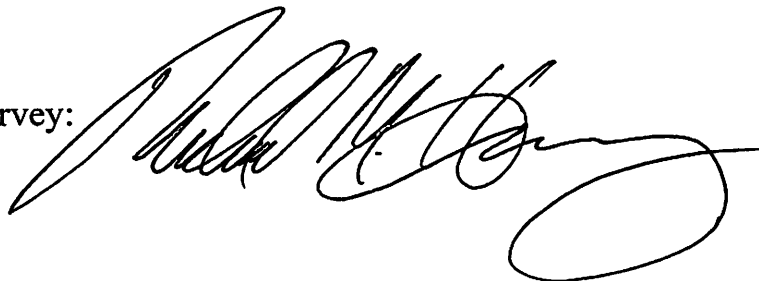
6-12 Wellness Curriculum Coordinator

Signature of Approval:

Eric Tracy:

A handwritten signature in black ink, appearing to read 'Eric Tracy', with a large, stylized loop at the end.

Michael Harvey:

A handwritten signature in black ink, appearing to read 'Michael Harvey', with a large, stylized loop at the end.

Donations

SC Meeting: 6.15.17

Friends of Cutler	Help cover costs of Field Trips & Cultural Enrichment	\$4,412
Friends of HWRHS & MS	Support MS Program "Birds of Prey-Wingmasters"	\$626



June 14, 2017

Hamilton Wenham Regional School District-c/o Winthrop Playground
5 School Street
Wenham MA 01984

Re: Donor Walkway Winthrop School

Dear Sir:

TPC MA will provide an in kind donation of labor and equipment valued at \$12,000 to assist in the installation of the 204 Sq Ft donor walkway and landing at the Winthrop School.

We agree to pay prevailing wages for the work completed onsite.

Respectfully,

Michael Byrne
President TPC MA, Inc.



HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

FY17 Operating Expense Forecast As of June 7, 2017

Presented to the School Committee on June 15, 2017

Prepared by:

Jeffrey D. Sands, Assistant Superintendent for Finance & Administration

Vincent Leone, Director of Accounting & Payroll



FY17 Operating Expense Forecast (after Offsets) Overview & *Key Assumptions*

- Salary Costs

- Incorporates Actual Costs through 06/07/17 plus all known encumbrances.
- Includes forecasted values for all Costs not automatically encumbered through June 30, 2017 including; long term substitutes, daily substitutes, overtime, etc.

- Operating Costs

- Incorporates Actual Costs through 06/07/17 plus all known encumbrances.
- Includes forecasted values for all Costs not automatically encumbered through June 30, 2017 including; school discretionary spending; transportation, out-of-district tuition, maintenance, technology, etc.

We are currently Forecasting to end the year ~ \$10,000 or 0.03% favorable to Budget.



FY17 Operating Expense Forecast (after Offsets)

Summary by DESE Budget Category

Summary by DESE Category		FY17	FY17	FY17
		Budget	YE Projection	Over/Under
Administration		\$ 1,180,023	\$ 1,130,023	\$ 50,000
Capital, Operations, Maintenance		\$ 2,242,431	\$ 2,242,431	\$ -
Guidance, Counseling, Testing		\$ 1,075,072	\$ 1,055,072	\$ 20,000
Inst. Materials		\$ 857,654	\$ 857,654	\$ -
Instructional Leadership		\$ 2,884,573	\$ 2,854,573	\$ 30,000
Insurance, Retirement, Other		\$ 3,752,986	\$ 3,557,986	\$ 195,000
Other Teaching Services		\$ 2,309,691	\$ 2,309,691	\$ -
Prof. Dev.		\$ 172,902	\$ 172,902	\$ -
Pupil Services		\$ 2,031,224	\$ 2,006,224	\$ 25,000
Teachers		\$ 11,148,860	\$ 10,973,860	\$ 175,000
Tuitions		\$ 1,494,617	\$ 1,979,617	\$ (485,000)
District Totals		\$ 29,150,032	\$ 29,140,032	\$ 10,000

Elementary School Improvement Plan Results, 2016-2017

Goal 1

During the 2016-2017 school year, elementary teachers will work collaboratively in district-wide grade level teams, in order to develop a high quality curriculum aligned to newly adopted transfer goals and content-area standards.

- Developed cadre of grade level math leaders to review feedback from colleagues and plan for each set of grade level meetings. These meetings took place several times throughout the year to deepen understanding and develop action steps for district improvement and greater teacher capacity in the content area.
- Applied the *Understanding by Design* model to a specific math unit at each grade level that was taught and reviewed in the spring of 2017.
- Strengthened collaborative practices across all three schools by prioritizing district-wide grade level weekly meetings and using protocols and/or norms to grow our capacity for effective curriculum development and reflection.
- Utilized the grade level collaborative groups to begin to unpack the newly adopted 2016 MA Science and Technology/Engineering Curriculum Framework during weekly meetings in the spring of 2017. Science task force has reviewed and identified new materials for next year.

Goal 2

All students will demonstrate growth, meeting or exceeding the grade level expectations in language arts and math. We will measure progress towards this growth using the following assessments: Fountas and Pinnell Benchmarks, Phonological Awareness Literacy Screening, and I-Ready.

- Administered beginning and end of year common assessments in ELA (PALS, Fountas and Pinnell Benchmark Assessments) and math in grades K-5 (iReady in grades 2-5). A benefit to this model is that “end of year” data can help create a basepoint for the following year so intervention and extension can begin closer to the beginning of the year.
- Administered progress-monitoring assessments for targeted students not yet meeting the grade level expectation.
- Ongoing professional development in the writer’s workshop model for all grade levels, began to identify shared resources and materials for each grade level.

- Foundations baseline training for all staff in grades K-3, with follow up to ensure consistency in implementation and ongoing planning.
- Grade level data meetings held at least three times yearly to monitor student progress and plan for instructional intervention.

Miles River Middle School Improvement Plan Results, 2016-2017

Goal 1

Develop and expand programming to provide increased social and emotional support to our students in keeping with our middle school model.

- Expansion of Advisory class lessons tailored to each grade level
- Development of Safe Spaces plan
 - Work with leadership team, PFLAGG
 - Counseling staff preparing for 17-18 rollout of K-12 plan
- Continued use of REACH (Respect, Empathy, Accountability, Community, Honesty) in school culture
- Expansion of extracurricular activities to include student created options.
 - Exploring alternative options to create a wider selection of options to meet immediate student interests.
- Ongoing work with Kristen L. and MS counselors
- Purchase of 6-8 Naviance licence for next year

Goal 2

Develop and expand programming and opportunities for technology and engineering at the middle school level.

- Begin physical transformation of library computer lab into a makerspace (October-December); integrating space and materials into curriculum (December-June)
 - Space has been used by multiple disciplines including math, science, life skills, drama, PE, world language and HS.
- Exploration of other models of integrating engineering into the curriculum.
 - Met with First Lego League of NE to explore MS/HS opportunities
 - EdFund grant for KNK cutting system and MC Squares
- Second year of 8th grade science fair with visits from 6th/7th/parents/community
- Beginning to plan for second year of STEM Night
- Beginning work with Flansburgh on planning for MS/HS library

Goal 3

Support the continued implementation of the MRMS middle school model.

- Continued Building Leadership Team Meetings (bi-weekly)
- Continued evaluation of schedules from other schools/districts
- Continued support and development of teaching teams
- Small, but increasing exploration of interdisciplinary work (8th climate change (Civics/Science) and 6th mathematician (math/SS).

- Expansion of Mandarin through 8th grade
- Vertical expansion of Language based learning disability program

Goal 4

Continue to explore, communicate, and implement the shifts in curriculum, instruction, assessment and school programs and facilities necessary to prepare MRMS students to be “Future Ready”.

- District curriculum goal
- Weekly PD on UbD - development and implementation of model unit
- Ongoing work by department

HAMILTON WENHAM REGIONAL HIGH SCHOOL
School Improvement Goal Results
2016-17 School Year



Teachers will implement one new unit that is fully aligned with the transfer goals and has at least two formative assessments and one summative assessment.

Teachers worked in department based PLCs to identify shifts needed in curriculum and assessment. Each group developed one unit that is aligned with the UbD template that was agreed upon by the District Leadership Team. Units were then delivered to gather information for further discussion/change. Units also included summative and formative assessments that will give teachers more specific data to discuss ways to improve instruction and curriculum.

Counseling staff will work to identify the social/emotional needs of the student population and develop a plan to implement interventions and learning forums.

Initially, the guidance team worked to identify students who missed five (5) or more days and placed them into the following categories:

- Acute Mental Health (hospitalized)
- Acute Mental Health (non-hospitalized)
- Concussion
- Other medical
- Disciplinary
- School Avoidance

Once the data was gathered, they began to work with representatives from The Brookline Center for Community Mental Health to develop the initial plan to develop a transition program to help better meet the needs of the identified students. The discussion included: Direct Supports to Students, Academic Coordination, Family Engagement, Care Coordination.

The discussion has continued and will continue into the summer as we try to re-deploy resources to develop an appropriate transition program for the students at HWRHS.

To continue the integration of the iPad as a tool for organization, collaboration, creation while developing more student-centered learning opportunities.

This year our focus was less on the device and more on the apps. We had several members of the staff take a class related to integration of the Google Suite of apps and then take and pass the Google Educator Level 1 certification. Each of these individuals worked with members of their departments and/or offered a training at EdCamp for other teachers. The group will do the same for the Level 2 certification this summer.

The HS staff will plan, develop and implement 2 EdCamp training opportunities for all staff and faculty.

The following opportunities were available to all MS and HS staff during this year's EdCamps:

A New Type of Feedback : Talk & Comment
Exploring with Google Expeditions
Real World Project-Based Learning: Change the Classroom Dynamic
The Power of Handwritten Notes
Conducting Research on Voice in Student Writing
Cycling
TRX Train Like A Navy Seal
The iPad & Executive Function
Differentiate with Newsela
Breakout EDU - Escape the Classroom
Using Desmos Bundles in 6-12 Math Courses
Aspen: Class Pages, Forums & Quizzes
Green Screens and You!
Artificial Intelligence and Proofreading?
A Green Revolution
Planboard - The Planner App!
Interactive Notebooks

To develop a more robust 9th grade transition program.

Implemented a three day workshop-based orientation program. Eleventh and twelfth grade student mentors were involved in the initial workshops and subsequent monthly workshops throughout the year. Topics included goal setting, leadership, time management, study skills, using technology for learning, academic integrity, managing relationships, digital literacy, four year planning, and communication.

Special consideration is given to ninth grade students when the master schedule is built. Teachers who work well with freshmen are assigned to ninth grade courses, and every attempt is made to keep ninth grade classes as small as possible.

Notification of Price Increase for FY18

Plans to increase lunch prices at all levels by \$0.25 (to \$3.25)

- Last increase was in 2009
- Cost of food, supplies and labor have increased
- 2010 HHFKA requires more whole grains and fresh fruits and vegetables
- Evaluation of peer district prices shows we this increase will keep HWRSD within range (not high/not low)

School Committee Goals 2017-2018

- Budget is a goal for every year
- Keep the Capital Plan Goal on for 2017-2018. Will be a multi-year goal. What are the action steps?
 - Look at new facilities for the HWRSD. What are the next steps? Assess evaluate and develop a strategy to review previous master planning studies.
- Regional Agreement--Keep goal for 2017-2018.
- Negotiate and complete contracts w/ HWREA, Office Personnel and Custodians for 2017-2018

2016-2017 Goals

1. Budget
 - a. Advocate for a budget that calls for Educational Excellence while being mindful of the fiscal constraints of the communities.
 - i. Budget Calendar/Process
2. Capital Plan
 - a. Develop an implementation and financing strategy for the Capital plan, including the Master Plan, Operational Items and Turf Field Plan with the involvement of major stakeholders.
 - i. Capital Plan—read just calendarization of items based on FY18 Budget Process
 - ii. Turf Field
 1. Complete Gale Study
 2. Determine SC's level of involvement in next steps of project
 3. Hold meetings with involved stakeholders
 - iii. Master Plan
 1. Complete Design Study
 2. Identify funding target for projects through FY18 Budget Process
 3. Identify timing for other MP Items
 4. Begin conversation around future of school buildings
3. Update the Regional Agreement
 - a. Develop an updated version of the Regional Agreement that addresses apportionment and other minor items to present to approval at Town Meeting for spring of 2017.
 - i. Create a Subcommittee of the SC to develop a draft of revisions and scenario analysis to bring to the formed working group by 10/1.
 - ii. Subcommittee will make recommendations to the SC by 11/1
 - iii. SC will finalize recommendations in time for ATM Warrant in February.
4. Policy Review Process
 - a. Develop a documented and approved process for regular review and update of the District Policy Manual.
 - i. Assign the task to the policy committee
 - ii. Create a draft policy review policy and procedure by January of 2017
 - iii. Policy approval by SC February 2017



HAMILTON-WENHAM

REGIONAL HIGH SCHOOL

775 BAY ROAD SOUTH HAMILTON MA 01982 • TEL. 978-468-0400

ERIC TRACY
PRINCIPAL

BRYAN MENEGONI
ASSISTANT PRINCIPAL

TO: Dr. Michael Harvey
FR: Eric Tracy *(initials)*
DT: June 5, 2017
RE: Choice student enrollment update

The total number of students who requested to be included in the Class of 2021 School Choice Lottery by signing up online is fifty-five (55). As of May 30, 2017, the choice enrollment for the Class of 2021 at the high school stands at thirteen (13). We had initially secured fifteen (15) choice students with the intention of increasing to twenty (20) overall, but learned in late April that ten (10) of the seventeen (17) students who intended to go out of the district for grade nine, would be coming to the high school. Also, two of the fifteen (15) students who were initially accepted for choice and registered for next year have withdrawn because they were taken off waitlists at their preferred private schools.

It should be noted that fifteen students who were on the choice list declined the invitation and/or did not respond to multiple emails.

As of now, the anticipated enrollment for grade 9 for the 2017-18 school year is:

Current MS grade 8 enrollment	137
MS grade 8 not attending HWRHS	7
Grade 9 choice student enrollment	13
Known transfers into grade 9 from private	8
Total estimated class of 2021	151

We anticipate more students transferring in and out as per usual in the summer.

Please let me know if you have any questions.

EXHIBIT H

HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT
WENHAM, MA

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ADMINISTERING MEDICINES TO STUDENTS

H8010

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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). No one but the school nurse, and those others listed in the medical administration plan, 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. Other situations where a student may self-administer medications will be outlined in the student's medical administration plan, as approved by the school nurse.

Deleted: When the school nurse is not present, a student who needs medication during the school day may be called to the office at the scheduled hour and reminded by the secretary to take the medicine. This provision only applies when the correct dosage of the medication has been placed in an individual container clearly marked with the student's name, the dosage to be administered, and the time and/or conditions under which the medicine is to be taken. In addition, the student must be able to recognize the medicine that he/she or she is taking.

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SOURCE: MASC March 2016

LEGAL REF.: M.G.L. [71:54B](#)
Dept. of Public Health Regulations: 105 CMR 210.00; 244 CMR 3.00

Policy Review: 1st Reading: September 8, 2016
2nd Reading: September 22, 2016

Policy Adopted: September 22, 2016

Vote: 6-0-0

Chairperson, HWRSD School Committee: Stacey Metternick

HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT
WENHAM, MA

A1007

AIDS/HIV

AIDS (acquired immune deficiency sndrome) and infection with HIV (human immunodeficiency virus), the pathogen that can be transmitted from one person to another in certain specific ways and causes AIDS, are serious threats to the lives and health of people in Massachusetts. HIV is transmitted through unprotected sexual intercourse, through blood-to-blood contact, including when intravenous needles are shared, and can be acquired in the womb, at the time of birth, or during breast-feeding. Symptoms of AIDS appear in an adult an average of ten years after infection with HIV. The disease progresses more rapidly in infants and children.

Due to prevalent patterns of sexual activity and substance abuse, many of our young people are at significant risk of infection with HIV. Our schools must play a major role in the concerted effort to stop the spread of the virus by helping students make healthy choices about their personal behaviors.

Due to the rising rate of HIV infection and other sexually transmitted diseases among adolescents, the need to address infection prevention in all ways possible is critical. The Massachusetts Board of Education's Policy on AIDS/HIV Prevention Education states that AIDS/HIV prevention education should include information about sexually transmitted diseases, as well as the value of both sexual abstinence and the use of protection in the prevention of infection.

Further, as the number of individuals infected with HIV or diagnosed with AIDS continues to grow, we need to come to terms with these members of our local communities. Schools must also play a part in assisting students and staffs develop informed and compassionate responses towards those affected by AIDS/HIV.

The following components are included in this policy:

- Disclosure and attendance of students and employment of staff who are HIV infected.
- Use of Universal Precautions by all working and/or studying in the school system.
- Personnel / faculty training that includes basic information about AIDS/HIV, instruction in the use of recommended universal precautions when dealing with blood spills and training regarding relevant policies dealing with HIV infected students and staff.

Originally Adopted: December 13, 2001

Policy Review: December 1, 2011

Approved: December 1, 2011

Vote: 9-0-0

Chairperson, HWRSD School Committee: Alexa McCloughan
(Original Signature on file in the Superintendent's Office)

**HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT
WENHAM, MA**

- Development of age appropriate curriculum at all grade levels.

DISCLOSURE and ATTENDANCE

Pupils or staff members are not required to disclose HIV infection status to anyone in the education system. HIV antibody testing is not required for any purpose. Individuals are protected by the privacy rights addressed in Massachusetts General Laws, c.111, s70F. These laws prohibit health care providers, physicians and health care facilities (including school-based clinics) from disclosing HIV test results, or even the fact that a test has been performed, without the specific, informed, written consent of the person who has been tested. This statute prohibits testing a person for HIV antibodies without their written informed consent, and protects against the nonconsensual release of medical records (including health records) which contain such information.

Students' parent(s) or guardian(s) are the gatekeepers of information relating to a student's AIDS/HIV status. They are not obliged to disclose this information to school personnel.

A student who is diagnosed with AIDS or presents evidence of being immuno-compromised is at a greater risk of contracting infections. This means there may be good reasons to inform the school nurse or school physician of a student's AIDS diagnosis or HIV infection status. This student's parent(s) or guardian(s) would benefit from information from the school nurse or school physician about the occurrence of threatening contagious diseases (such as chicken pox or influenza) when making a decision regarding school attendance. The school nurse or school physician may also need to attend to the particular needs of HIV-infected students regarding immunization schedules and medications.

In consultation with the student's primary care physician, the student's parent(s) or guardian(s) may decide to inform certain school personnel about the student's AIDS/HIV status, particularly the school nurse or school physician. If they so choose, the following guidelines are recommended:

- The student's parent(s) or guardian(s) may inform the school nurse or school physician directly.
- Alternatively, the student's parent(s) or guardian(s) may request that their primary care physician make the disclosure. In this case, specific informed, written consent of the student's parent(s) or guardian(s) is required.
- Further disclosure of a student's HIV status by the school nurse or school physician to other school personnel requires the specific, informed, written consent of the student's parent(s) or guardian(s).

Originally Adopted: December 13, 2001

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Vote: 9-0-0

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Since it is known that HIV is not transmitted through casual contact, any student with AIDS/HIV infection will continue his/her education in a regular classroom unless the health status interferes significantly with performance.

A school nurse shall keep records, notes, and other documents referencing a person's HIV status in a separate, confidential part of the nurse's personal nursing notes. Access to these confidential records is limited to those named in written permission from the person (or parent or guardian); and to emergency medical personnel. Information regarding HIV status will not be added to a student's permanent educational or health record without written consent.

These statutory requirements apply specifically to health care providers. However, case law in Massachusetts leads to the conclusion that other school staff members beside health care providers may be liable for civil damages in the event of nonconsensual disclosure of information related to HIV status or AIDS diagnosis.

UNIVERSAL PRECAUTIONS (BASIC INFORMATION) FOR SCHOOL SETTINGS

Universal precautions refer to the usual and ordinary steps ALL school staff and students need to take in order to reduce their risk of infection with HIV, the virus that causes AIDS, as well as all other blood-borne organisms (such as Hepatitis B virus).

They are **universal** because they refer to steps that need to be taken in all cases, not only when a staff member or student is known to be HIV-infected.

They are **precautions** because they require foresight and planning, and should be integrated into existing safety guidelines.

Appropriate equipment (mops, buckets, bleach, hot water, hand soap, disposable towels and latex gloves) must be readily available to staff members who are responsible for the clean-up of body fluid spills.

1. Treat human blood spills with caution.
2. Clean up blood spills promptly.
3. Inspect the intactness of skin on all exposed body parts, especially the hands. Cover any and all open cuts or broken skin, or ask another staff member to do the clean-up. Latex gloves contribute an added measure of protection, but are not essential if skin is intact.
4. Clean up blood spills with a solution of one part household bleach to ten parts water, pouring the solution around the periphery of the spill. Disinfect mops, buckets and other cleaning equipment with fresh bleach solution.

Originally Adopted: December 13, 2001

Policy Review: December 1, 2011

Approved: December 1, 2011

Vote: 9-0-0

Chairperson, HWRS School Committee: Alexa McCloughan

(Original Signature on file in the Superintendent's Office)

HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT
WENHAM, MA

5. Always wash hands after any contact with body fluids. This should be done immediately in order to avoid contaminating other surfaces or parts of the body (be especially careful not to touch your eyes before washing up). Soap and water will kill HIV.
6. Clean up other body fluid spills (urine, vomit, feces) unless grossly blood contaminated, in the usual manner. They do not pose a significant risk of HIV infection.

Adapted from Universal Precautions for School Settings, Massachusetts Department of Education and Medical Update to Massachusetts Policy Guidelines: Infants, Toddlers and Preschoolers with HIV Infection/AIDS in Early Childhood Settings (June, 1989)

STAFF DEVELOPMENT

All school staff members will participate in a planned HIV education program that conveys factual and current information; provides guidance on infection control procedures; informs about current law and state, district, and school policies concerning HIV; assists staff in maintaining parent and community relations; and includes annual review sessions. Certain employees will also receive additional specialized training as appropriate to their positions and responsibilities (teachers, administrators, coaches, athletic trainers, counselors).

Training standards for personnel

- School counselors, psychologists, nurses, teachers and other school personnel who work with pupils should be provided appropriate information about the scope of the AIDS epidemic and its ramifications for society.
- School counselors, nurses, teachers and other personnel who work with pupils shall be provided with basic, accurate information about AIDS education/HIV prevention, including the nature of the disease, its causes and effects, the means of detecting it and preventing its transmission, the availability of appropriate sources of counseling and referral, and any other information that may be appropriate considering the age and grade level of pupils served by the school personnel who will receive the in service training.
- School Guidance counselors, nurses, teachers and other personnel who work with pupils should be provided adequate information that stresses the importance of:
 - Facilitating their students' understanding of AIDS/HIV prevention.
 - Emphasizing to students that abstinence from sexual intercourse is the only protection that is 100% effective against AIDS, when transmitted sexually.
 - Students' responsibility in protecting themselves and others.

Originally Adopted: December 13, 2001

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Approved: December 1, 2011

Vote: 9-0-0

Chairperson, HWRSD School Committee: Alexa McCloughan
(Original Signature on file in the Superintendent's Office)

HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT
WENHAM, MA

- Encouraging a compassionate attitude towards persons with AIDS.
- Providing prevention, intervention, and treatment resources for students who need additional information and help.

CURRICULUM

Curriculum will be taught at middle and high school levels that increases student knowledge about AIDS/HIV, allows students to process their feelings about AIDS/HIV prevention and encourages the development of positive self-esteem and concrete decision-making, communication and behavioral skills. At the secondary level, AIDS/HIV education should be part of a more complete sexuality education curriculum that includes information about sexually transmitted infections and the value of both sexual abstinence and the use of condoms as an infection prevention method.

Student involvement in AIDS/HIV educational efforts should be insured so that students feel encouraged to accept personal responsibility for their own behaviors, and to support and extend compassion for community members who are living with AIDS/HIV.

Parents should be able to reinforce AIDS/HIV prevention messages at home, and place these messages in the context of their own personal values and religious traditions.

Originally Adopted: December 13, 2001

Policy Review: December 1, 2011

Approved: December 1, 2011

Vote: 9-0-0

Chairperson, HWRSD School Committee: Alexa McCloughan

(Original Signature on file in the Superintendent's Office)

DRAFT – RECOMMENDED CHANGES JDS dated 5/4/17 (in red)**CORI Policy for Owners of Challenge Courses for Conducting Criminal History Inquiries****I. Policy Purpose**

Pursuant to the regulations pertaining to the operation of Climbing Walls contained in 520 CMR 5.15, owners of companies that operate Climbing Walls are required to conduct criminal history inquiries on certain applicants for employment. The procedure described below has been adopted by the Hamilton-Wenham Regional School District for Criminal Offender Record Inquiries.

II. Scope

1. The policy shall apply to all applicants 18 years of age or older for the positions of:
 - a. Challenge Course Manager; and
 - b. Challenge Course Staff.

III. Process

1. The Hamilton-Wenham Regional School District will register annually for iCORI service, a secure web-based service through which organizations will request and receive Criminal Offender Record Information ("CORI"), at www.mass.gov/cjis.
2. Upon application for any of the above positions, an applicant shall provide to the Hamilton-Wenham Regional School District a completed CORI Acknowledgement Form provided by the Department of Criminal Justice Information Services (DCJIS). CORI checks will only be conducted as authorized by the DCJIS and M.G.L. c. 6, § 172, and only after a CORI Acknowledgement Form has been completed. CORI will only be accessed for applicants who are otherwise qualified for the position for which they have applied. If a new CORI check is to be made on an applicant within one year of his/her signing of the CORI Acknowledgement Form, the applicant shall be given 72 hours notice that a new CORI check will be conducted.
3. The applicant shall be informed in writing either on the face of the application or in an attached written document that by completing the CORI Acknowledgment Form, the applicant is consenting to a criminal background inquiry which shall be used to determine suitability for employment. The applicant shall be further informed on the face of the application or in an attached written document that consideration for employment will only be granted upon completion of both the application and the CORI Acknowledgement Form.
4. All CORI obtained from the DCJIS is confidential, and access to the information is limited to those individuals who have a "need to know." This may include, but not be limited to, hiring managers, staff submitting the CORI requests, and staff charged with processing job applications. The Hamilton-Wenham Regional School District will maintain and keep a current list of each individual authorized to have access to, or view, CORI. This list will be updated every six months and is subject to inspection upon request by the DCJIS and/or the Department of Public Safety and Inspections at any time.

5. The Hamilton-Wenham Regional School District shall maintain a secondary dissemination log to record any dissemination of CORI outside of the District, including dissemination at the request of the applicant.

6. All personnel authorized to review or access CORI at the Hamilton-Wenham Regional School District will review, and will be thoroughly familiar with, the educational and relevant training materials regarding CORI laws and regulations made available by the DCJIS.

7. Once the applicant provides consent to conduct a criminal background inquiry, the Hamilton-Wenham Regional School District shall submit a CORI request using the iCORI service. In most cases, results will be returned instantaneously.

8. In the event that results are not returned instantaneously and circumstances require an expedited employment decision, the following procedures shall apply:

- a. A temporary offer of employment may be made to an applicant on the express condition that the Hamilton-Wenham Regional School District has submitted applicant's CORI request prior to the temporary offer of employment.
- b. Any temporary employment shall expire at the conclusion of 14 days following acceptance and may not be renewed.
- c. During the period of temporary employment, the applicant shall be under the direct supervision of an employee who has previously undergone a completed CORI.

9. If a criminal record is received from the DCJIS, the information is to be closely compared with the information on the CORI Acknowledgement Form and any other identifying information provided by the applicant to ensure the record belongs to the applicant.

If the information in the CORI record provided does not exactly match the identification information provided by the applicant, a determination is to be made by an individual authorized to make such determinations based on a comparison of the CORI record and documents provided by the applicant.

~~9- 10.~~ At such time as the results of CORI are made available, the Hamilton-Wenham Regional School District shall act expeditiously to make a determination of suitability of employment.

Unless otherwise provided by law, a criminal record will not automatically disqualify an applicant. Rather, determinations of suitability based on background checks will be made consistent with this policy and any applicable law or regulations.

Factors considered in determining suitability may include, but not be limited to: (a) relevance of the record to the position sought; (b) the nature of the work to be performed; (c) time since the conviction; (d) age of the applicant at the time of the offense; (e) seriousness and specific circumstances of the offense; (f) the number of offenses; (g) whether the applicant has pending charges; (h) any relevant evidence of rehabilitation or lack thereof; (i) any other relevant information, including information submitted by the applicant or requested by the Hamilton-Wenham Regional School District.

The Hamilton-Wenham Regional School District shall consult, in making its suitability determination, the Department of Public Safety's *Guidelines for Evaluating Criminal Offender Record Information (CORI)* and its *CORI Evaluation Criteria – Tables A to C* appendix, available at:
<http://www.mass.gov/eopss/agencies/dps/cori-policy.html>

~~10- 11.~~ In the event that the applicant is to be questioned regarding his or her criminal record, the applicant shall be provided with a copy of the criminal history record, ~~whether obtained from the DCJIS or from any other source~~, prior to such questioning. ~~The source(s) of and the source of the criminal history record shall be disclosed to the applicant.~~

~~11- 12.~~ If an authorized official is inclined to make an adverse decision based on the results of a criminal history background check, the applicant will be notified immediately. The subject shall be provided with a copy of the organization's CORI policy and a copy of the criminal history. The source(s) of the criminal history will also be revealed. The subject will then be provided with an opportunity to dispute the accuracy of the CORI record. Subjects shall also be provided a copy of DCJIS' *Information Concerning the Process for Correcting a Criminal Record*.

~~In the case of a negative employment decision, the applicant shall be notified immediately and shall be provided with:~~

- ~~a. A copy of the Hamilton-Wenham Regional School District's CORI policy;~~
- ~~b. A copy of the CORI;~~
- ~~c. A copy of Information Concerning the Process in Correcting a Criminal Record as provided by DCJIS.~~

~~The applicant shall have the opportunity to dispute the accuracy of the CORI.~~

Source: Department of Public Safety (DPS) ~~Model CORI Policy 2017~~ 2016

References: HWRSD Policy A1008 – DCJIS Model CORI Policy
HWRSD Policy A1016 – Background Checks

HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT
WENHAM, MA

Graduation Requirements

All students are required to earn 24 credits and comply with all state accountability requirements in order to graduate. A semester course receives .5 credits; a full year course receives 1 credit.

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In addition, students must fulfill the following credit requirements:

English:	4 credits
History:	3 credits
Science:	3 credits (must be lab science)
Mathematics:	4 credits
Wellness:	2.75 credits (2.0 credits for the class of 2019 & beyond)
Foreign Language:	2 credits
Fine/Applies Arts:	.5 credits
Engineering Technology:	.5 credits
Additional semester of either:	5 credits

The Massachusetts Department of Education also requires that all students pass English, Math, and Science MCAS competency testing to be eligible for a high school diploma. In addition, beginning with the class of 2018, students, must complete 50 hours of community service, as follows:

9 th grade:	10 Hours
10 th grade:	10 Hours
11 th grade:	15 Hours
12 th grade:	15 Hours

Deleted: Students in the classes of 2015, 2016 and 2017 must also complete a Regional Exit Portfolio as a requirement of graduation. Students in the class of 2018 must successfully complete a Regional Exit Portfolio, an independent study project, an internship, or a capstone project.

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

Source: MASC

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Policy Review: 1st Reading: September 3, 2015
2nd Reading: October 1, 2015
Policy Adopted: October 1, 2015
Vote: 6-0
Lawrence Swartz, Chairperson, HWRSD School Committee:

HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT
WENHAM, MA

A1005

Harassment Prevention & Response

Policy Preamble: The Hamilton-Wenham Regional School District School Committee is committed to the prevention of harassment based upon sex, race, color, national origin, religion, age, disability, gender identity or sexual orientation. This policy has been developed to ensure that the educational opportunities of all students, and the employment conditions of all employees, are not threatened or limited by such harassment, and to ensure that individuals are free to work, learn, and develop relationships without fear of intimidation, humiliation or degradation.

This policy defines: unlawful and prohibited conduct; reporting and investigation procedures; and disciplinary sanctions.

It shall be a violation of this policy for any employee or student of the Hamilton-Wenham Regional School District to harass another employee, adult member of the school community, student, applicant for employment or other person with business to conduct with the Hamilton-Wenham Regional School District, through conduct and communications as defined below. It shall also be a violation of this policy for students to harass other students or staff through conduct or communications of a harassing nature as defined below.

II. Unlawful and Prohibited Conduct Defined: Unlawful and prohibited conduct includes, but is not limited to, actions which are related to a person's sex/gender, race, color, national origin, religion, age, disability, gender identity or sexual orientation when such actions are unwelcome and unsolicited by the recipient.

Harassment based on a person's race, color, national origin, religion, age, disability, gender identity, or sexual orientation consists of conduct that:

1. has the purpose or effect of creating an intimidating, hostile, humiliating, or offensive work or education environment;
2. has the purpose of substantially or unreasonably interfering with a person's work or academic performance;
3. or otherwise adversely affects a person's academic standing or employment opportunities.

III. Sexual/Gender Harassment: Unlawful and prohibited conduct, consisting of unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal or physical conduct, or communication of a sexual nature when:

1. submission to, or rejection of, such conduct or communication is made explicitly or implicitly a term or condition of employment, or education or academic achievement;
2. or, submission to, or rejection of, such behavior is used as a basis for employment or academic decisions;
3. or, such behavior unreasonably interferes with an individual's work or academic

Originally Adopted: December 19, 2002

Policy Review: November 6, 2008

Approved: November 6, 2008

Vote: 6-0-0

Chairperson, HWRSD School Committee: Laurie Wilson

(Original Signature on file in the Superintendent's Office)

HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT
WENHAM, MA

performance, or creates an intimidating, hostile, humiliating, or offensive work or educational environment.

Examples of prohibited behaviors regarding sex, gender, gender identity, race, color, national origin, religion, age, disability, or sexual orientation shall include, but not be limited to, the following examples:

-Verbal conduct: name calling, teasing, jokes or other derogatory or dehumanizing remarks, by an individual or group as in verbal bullying;

-Physical contact: unwelcome touching of a person or person's clothing or any other act of physical intimidation or bullying;

-Written conduct: notes, cartoons, calendars, graffiti, offensive or graphic posters, pictures, book covers, drawings, computer terminal messages or electronic mail (email) of an offensive nature, or designs on clothing meant to offend another on the basis of gender, race, color, national origin, age, disability, sex or sexual orientation or other identifying characteristics;

-Visual conduct: suggestive looks, leering, gesturing of a suggestive nature;

-Blackmail: as in behavior with the intention to control another individual's scholastic achievement or employment status;

The foregoing list was to provide some concrete examples, but is not meant to be all-inclusive.

IV. Responsibilities: All students, teachers, administrators, and other personnel of the Hamilton-Wenham Regional School District are responsible for creating and maintaining an environment that is free of harassment and other offensive behaviors and for conducting themselves in a manner consistent with the spirit and intent of this policy and in cooperating with any investigation of alleged harassment.

The subject of harassment should report alleged violations of this policy to the appropriate personnel in accordance with the guidelines and procedures that accompany this policy. What one person might consider as acceptable behavior may be viewed by another as harassment. It is, therefore, suggested that a person make clear to the harasser that the behavior is offensive and must cease.

The Hamilton-Wenham Regional School District is responsible for the dissemination of this policy and training. The school district responsibilities will ensure that:

1. this policy shall be conspicuously posted throughout each school building in areas accessible to students and staff;
2. this policy shall appear in staff and student handbooks;
3. the school district will develop a method of discussing this policy with students and employees;
4. the district will appropriately train administrators and others who are assigned and responsible to implement the procedures of this policy;
5. This policy will be reviewed every $\sqrt{2}$ years for compliance with state and federal law.

Originally Adopted: December 19, 2002

Policy Review: November 6, 2008

Approved: November 6, 2008

Vote: 6-0-0

Chairperson, HWRSD School Committee: Laurie Wilson

(Original Signature on file in the Superintendent's Office)

HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT
WENHAM, MA

V. Reporting Harassment:

A. Students:

Students who believe that they are victims of harassment should report such occurrences to a teacher, counselor, or administrator who will in turn notify a complaint manager, or students may report directly to complaint managers. Notice of each school's complaint managers, whose role is defined below, will be posted in a prominent location in each school.

B. Employees:

All Hamilton-Wenham Regional School District employees must respond to a student's complaints of harassment by notifying the building principal or appointed complaint managers. In a case where a student complains of harassment by a teacher or another school department employee, a building administrator and/or his/her designee must investigate the complaint. All student complaints of harassment, including sexual harassment, must always be taken seriously.

Employees who believe that they are victims of harassment should report such occurrences to the most appropriate of the following potential complaint managers: their immediate or system-wide supervisor, the school building principal, a district administrator, or the Superintendent of Schools, or his/her designee.

VI. Investigation and Corrective Action:

The Hamilton-Wenham Regional School District will investigate all complaints of harassment. Such investigation may include discussions with all involved parties, identification and questioning of witnesses, and other appropriate actions. Reports of sexual harassment and related information will be kept confidential to the extent consistent with the school's obligations under law.

Each building principal will appoint two or more complaint managers, at least one of each gender, where possible. The complaint manager shall be responsible for investigating complaints of harassment, communicating the investigatory findings to the Hearing Officer, and recommending discipline as a consequence of harassment.

In a case between a student and an adult, the building principal or another building administrator will act as the complaint manager. In a case involving two or more employees, a building administrator and/or his/her designee will assume the role of the complaint manager. In a case involving a building administrator, a principal, or a district administrator, the Superintendent of Schools, or his/her designee, will act as a complaint manager.

Complaint managers will attend training sessions and workshops as directed. Notice of each school's complaint managers will be posted in a prominent location in each school.

If the Hamilton-Wenham Regional School District determines that harassment has occurred, it will take appropriate action to end the harassment. Steps that may be taken include, among others, an apology, direction to stop the offensive behavior, counseling or training, warnings, suspensions, exclusion from school-related activities, transfer, remediation, expulsion from schools or termination from employment.

Disciplinary action will be consistent with the requirements of applicable collective bargaining agreements, Massachusetts and federal laws, and school district policies. Any staff member or student who is dissatisfied with the results or progress of the school's investigation may discuss his/her dissatisfaction directly with the building principal or the Superintendent of Schools, or

Originally Adopted: December 19, 2002

Policy Review: November 6, 2008

Approved: November 6, 2008

Vote: 6-0-0

Chairperson, HWRSD School Committee: Laurie Wilson

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HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT
WENHAM, MA

his/her designee, at the District Administration Building, 5 School Street, Wenham, MA 01984, (978- 468-5310)

VII. Retaliation:

The school administration will discipline or take appropriate action against any student, teacher, administrator, or school personnel who retaliates in any form against a person who makes a complaint or reports or participates in an investigation of a harassment complaint. Acts of retaliation may result in immediate disciplinary action up to and including expulsion or dismissal, even if underlying harassment is not proven. Retaliation is an independent prohibited and unlawful act.

VIII. Investigation of Child Abuse:

Under certain circumstances, harassment of a student may constitute child abuse under Massachusetts Law, M.G.L. Ch. 119, Section 51 A. The Hamilton-Wenham Regional School District will comply with Massachusetts Law in reporting suspected cases of child abuse. The Hamilton-Wenham Regional School District will report suspected criminal activity to the local police.

IX. Right to Alternative Complaint Procedures:

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Massachusetts Department of Education, 350 Main Street, Maiden, MA 02148, (617-388-3300); Massachusetts Commission Against Discrimination, Boston Office, One Ashburton Place, Boston, MA 02188, (617-727-3990); Equal Employment Opportunity Commission, 10 Congress Street, Boston, MA 02114, (617-565-3200); and the Office of Civil Rights of the U.S. Department of Education, J.F.K. Federal Building, Room 1875, Boston, MA 02203, (617-565-1340); initiating civil action or seeking redress under criminal statutes and/or federal law.

X. Policy Review and Revision

This policy and its procedures will be reviewed every three years for compliance with state and federal law. Review and revision of these policies and procedures shall occur as needed, but at least every three years.

XI. Legal References:

Title VII of the Civil Rights Act of 1964

Title IX of the Education Amendments of 1972

Massachusetts General Laws:

c.151B (prohibiting employment discrimination based on gender);

c.214 s. 1C (right to be free from sexual harassment);

c. 76 s. 5 (prohibiting educational discrimination in public schools);

c.265 s.43 (prohibiting stalking);

c.269 s. 17 (prohibiting hazing);

c. 119, s.51A (reporting of suspected child abuse).

Other relevant statutes and case law

Originally Adopted: December 19, 2002

Policy Review: November 6, 2008

Approved: November 6, 2008

Vote: 6-0-0

Chairperson, HWRSD School Committee: Laurie Wilson

(Original Signature on file in the Superintendent's Office)

NEW SCHOOL COMMITTEE MEMBER ORIENTATION

In accordance with the requirements of law, each new School Committee member elected to the School Committee is required to complete, within one year of their election or appointment, at least eight hours of orientation training. This orientation shall include, but is not limited to, a review of School Finance, the Open Meeting Law, Public Records Law, Conflict of Interest Law, Special Education Law, Collective Bargaining, School Leadership Standards and Evaluations, and the Roles and Responsibilities of School Committee Members.

The School Committee and Superintendent shall assist each new member to understand the Committee's functions, policies and procedures of the Committee as soon after election as possible. Each new member shall be given or provided direct online access to the following materials:

- A. A copy of the School Committee policy manual
- B. A copy of the Open Meeting Law
- C. A copy of the Ethics/Conflict of Interest Regulations
- D. A copy of the district's budget
- E. Collective bargaining agreements and superintendent's contract
- F. Student and staff handbooks

Each new member shall also receive any other materials the Chair and/or the Superintendent determine. The Chair and/or Superintendent shall also clarify policy:

- A. arranging visits to schools or administrative offices
- B. requesting information regarding school district operations
- C. responding to community requests/complaints concerning staff or programs
- D. handling confidential information

Whether appointed or elected, new members should be advised that they are also members of the Massachusetts Association of School Committees, Inc. and should be encouraged to utilize the services and resources MASC provides by attending meetings or workshops specifically designed for new Committee members. Their expenses at these meetings or workshops will be reimbursed in accordance with established School

Committee policy.

SOURCE: MASC July 2016

CROSS REF: [BBBA/BBBB](#) School Committee Member Qualifications/Oath of Office

LEGAL REF.: M.G.L. [71:36A](#)