



THE GLOUCESTER PUBLIC SCHOOLS

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GLOUCESTER, MASSACHUSETTS 01930

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PROGRAM SUB-COMMITTEE MEETING

Friday, September 14, 2012

3:30 pm

Superintendent's Conference Room – District Office
6 School House Road, Gloucester, MA 01930

AGENDA

I. CALL TO ORDER

II. REPORTS/DELIBERATIONS/DISCUSSION

- *A. GHS Attendance Policy
- B. Gloucester Public Schools' Publicist Positions – What is Working and Areas for Improvement
- C. K-12 Survey Data Consolidation Report
- *D. Update on the School Committee's Gloucester Public Schools Website Enhancements/MSBA Best Practice Examples
- E. Discussion items that were not reasonably anticipated by the Chairperson, in accordance with M.G.L., Chapter 30A, Section 18-25

III. ACTION

IV. ADJOURNMENT

Note: A Special Program Sub-Committee Meeting will be held on Monday, September 17, 2012, at 1 pm in the Superintendent's Conference Room - Agenda will follow.

SECTION II- SOCIAL and CIVIC EXPECTATIONS

ATTENDANCE STANDARDS & PROCEDURES

Philosophy- Regular and punctual school attendance provides you with an essential foundation for achieving academic success and assists you in developing habits necessary for college, career and professional life. Consistent attendance enables you to benefit from shared experiences that are integral to your learning process and cannot be replicated outside of the classroom. Your parents or guardians share in the responsibility for helping you develop and maintain daily attendance.

Credit for all courses is based on Class Attendance as well as Academic Achievement. Each student is expected to arrive on time, prepared for each assigned class on his/her schedule every school day.

AUTHORIZED ABSENCES:

We recognize that there are circumstances that necessitate absence from class.

The following circumstances are authorized (Verified by Dean of Students), which allows class requirements to be completed for full credit:

- School authorized/sponsored activities
- Observance of official religious holidays (documented by a parent/guardian note)
- College visits (up to four per year for 11th and 12th graders and documented by official college note)
- Death in the family/extenuating family emergency (documented by the parent or guardian to the respective Dean of Students)
- Medical appointments (documented by a practitioner's note on official letterhead)
- Prolonged illness or chronic medical condition (documented by a note from a doctor on official letterhead)
- Surgery/Hospitalization (documented by a note from the doctor/hospital on official letterhead)
- Court appointment (documented by an official court note)
- State of Massachusetts driver's license examination (with documentation)
- **Family vacations (limited to five (5) school days per year) with immediate family members. Family vacations require prior notification.** Prior to the planned vacation, students are required to obtain an Absence Form from the Dean of Students' office, have all their teachers and parent/guardians sign this form, and return it to the Dean of Students office in order for the absence to be excused. All academic work is due within 2 days of return to school.
- Parent authorization (note)

AUTHORIZATION OF AN ABSENCE:

In order to have an absence authorized for any of the reasons stated, the appropriate documentation must be received in the Dean of Students office within **THREE DAYS** of the student's return to school. **ABSENCES WILL NOT BE AUTHORIZED WITHOUT APPROPRIATE DOCUMENTATION.**

Extended absences-

If a student will be unable to attend school for an excessively long period, a parent/guardian should contact their students' guidance counselor. A team process, involving the parents/guardians, the school nurse, the guidance counselor and administration will be started to determine a plan of action.

PARENTS/GUARDIANS-

- Please call the school attendance line (281-9866- press extension #5) to verify each absence.
- Calling in your child absent will remove them from the list of students' families to be called; However, A WRITTEN NOTE IS STILL REQUIRED
- Parent written notes ensure that the student was not truant, however absences covered by parent notes accrue toward an Attendance Failure (AF) – see below – along with all other absences.
- A student may not work for pay during the academic day.
- A student may not work on a day s/he is absent from school.
- Students on an approved Internship are expected to attend all of their other classes if they attend their off-site Internship. Students who have an approved Internship "off campus" may lose the privilege of participating in such a program and will otherwise be held accountable for GHS behavioral expectations and Code of Conduct infractions.
- Students are not eligible to participate in any school events on a day that they are absent.

ACADEMIC ASSIGNMENTS AFTER AN ABSENCE:

Upon return to school after an excused absence, assignments are due to individual teachers within two (2) school days. Tests must be made up within seven (7) school days.

ABSENCE FROM CLASS FOR ANY REASON DOES NOT RELIEVE A STUDENT OF RESPONSIBILITY FOR SUBMISSION OF ACADEMIC WORK BY ESTABLISHED DEADLINES.

Administrative Attendance Failure: Massachusetts General Law Chapter 76, Section 2 states that it is the duty of parents/guardians to assure that children attend school regularly. The statute defines regularly as no more than seven (7) absences in any six-month period.

Parents/guardians of students who are chronically absent will be referred to the administration for possible legal action under M.G.L. Chapter 76.

Gloucester High School recognizes the importance of attendance and its correlation to academic success. The increased requirements for graduation at Gloucester High School, including the successful passing of the MCAS test as defined by the Massachusetts Department of Education, demand that attendance be regular.

Therefore, academic penalties are imposed on students who do not attend regularly. A student whose absenteeism grossly exceeds **the parameters of the law (as outlined above)** for any term/quarter will receive an attendance failure for that class for the appropriate marking period.

Students will receive an **attendance failure (AF-** as authorized by the school administration) for each course to which it applies, after exceeding the following limits:

Per term/Quarter- no more than seven (7) total absences

This will take effect regardless of the nature of the absences (authorized or unauthorized).

After a student has been absent four (4) days, a notification letter will be sent home and the student will be warned the s(he) is approaching the Attendance Failure threshold.

If an Attendance Failure is applied for a term/quarter, the maximum grade a student may achieve is 64 %. Students whose academic grade is lower than a 64 at the end of the marking period will receive the grade they earned. Students who receive an attendance failure will have that grade listed as the grade of record on their transcript.

Students earning an **AF** for both quarters of a semester class are not eligible to earn credit for that class.
Students earning an **AF** for all quarters of a yearlong class are not eligible to earn credit for that class.

In certain circumstances, such as in cases of a pervasive, ongoing health condition that is medically validated, as part of a 504 or IEP, this policy may be waived. Any such determination will have resulted from a team decision involving the parent/guardian, Principal and other appropriate school personnel.

Any parent or guardian or student who does not feel that the attendance policy has been administered fairly by the school administration, may appeal the action or decision to the Attendance Review Team (including the Principal and other faculty). The appeal must be made through the Principal's office, as follows:

- A. The student or parent will present a written request to appear before the *Attendance Review Team*. This request will include the student's name, the course(s) involved, the specific day or days being appealed, and the reason for the appeal.
- B. The student shall appear in person (with parent(s)/guardians, if applicable) to present his/her appeal.
- C. The committee shall listen to the appeal and respond in writing within three (3) school days of the appeal being heard.
- D. Appeals beyond the *Attendance Review Team* and the administration will be made with the office of the Superintendent of Gloucester Public Schools.

Nothing in this policy should be interpreted to mean that students are "allowed" or "entitled" to miss school/class. Maximums are exactly that: maximum allowable absences in a given student's circumstances. Perfect attendance for all students, as unattainable as that goal may be in a practical sense, should be the goal for each student individually.

TARDINESS TO SCHOOL-

Students are expected to be in their first period class when the 7:30 bell rings. If you arrive late to school, students are expected to sign-in (Dean's office) upon arrival. Students will not be admitted to class without an authorized pass

- If a student is tardy to school s/he is **INELIGIBLE** to attend or participate in ANY co-curricular or extracurricular activity
- Each student is "permitted" 3 unauthorized tardies – For each additional tardy, your parent/guardian needs to come sign you in and you will receive a detention.
- If tardy to school you must have a tardy slip to enter class
- If you are under the age of 16 after 10 tardies in a quarter a **CHINS** (child in need of services) will be filed with the court for not obeying school rules
- If you are over the age of 16 after 10 tardies a **MANDATORY** parent meeting with guidance and an assistant principal must take place to discuss the matter of these tardies

TARDY TO CLASS

- If a student is more than 7 min tardy to class = an absence
- Teachers will accept a student into class, without a pass (tardy) up to seven (7) min. after the period bell rings and record the tardy in the I-Pass system.
- After seven (7) minutes, the student will be sent/escorted to the Dean of Student's office.

THREE (3) TARDIES = ONE (1) ABSENCE

In keeping with our philosophy of attendance, excessive tardies accumulate toward absences. Accordingly, a student who frequently disregards his/her responsibility to be in class, on time will jeopardize his/her academic standing.

CUTTING A CLASS

- 3 cuts during a term results in the student becoming **INELGIBLE** for ALL co-curricular and extracurricular activities
- Cutting a class will result in a **ZERO** for classwork for that period.

IN SCHOOL TRUANCY

- If a student enters the building after the start of 1st block and **does not** sign into school they are considered IN SCHOOL TRUANT

INELIGIBILITY TO PARTICIPATE:

Students who arrive after **7:30 a.m.** are ineligible to participate in any co-curricular or extra curricular activity including field trips, sports events, or practices on the day they are late. Permission must be obtained directly from the Principal to be eligible for any activity.

In order to be eligible to participate in any extracurricular activity, a student who had been off grounds on an authorized dismissal must return before the end of the day.

IF A STUDENT IS TRUANT FROM SCHOOL OR ANY CLASS S/HE IS INELIGIBLE TO PARTICIPATE IN ALL ACTIVITIES.

If a student acquires more than three (3) unauthorized absences, three (3) unauthorized tardies to school, and/or three (3) class cuts in an academic term, s/he will be ineligible to participate in any co-curricular or extra-curricular activities for the remainder of the term.

DISMISSAL/OFF GROUNDS:

Students are not allowed to leave school grounds during the school day unless they obtain an off grounds (dismissal) pass from the Dean of Student's office. Students will only be dismissed with parental (note) authorization and only for reasons determined by administration to be legitimate. Please try to schedule appointments whenever possible during non-school time.

Notes from a parent or guardian authorizing dismissal must include the reason for dismissal, the time, and a daytime number or e-mail where a parent can be reached for verification purposes. **It is the student's responsibility to bring a parental note to the Dean of Students office before 7:30 a.m. on the morning of the dismissal.**

Any parent or guardian picking-up a student during the school day is required to come inside the building and report to the Dean of Students/Attendance office. For any student, even those who are able to transport themselves, if a dismissal or off grounds request is not made prior to 7:30 a.m. on the requested day, a parent is required to come pick up the student in the Dean of Students office.

The Estabrook Elementary School Study

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A MESSAGE FROM THE PRINCIPAL



Sandra Trach, Principal, Estabrook Elementary School

Greetings! Welcome to the new Joseph Estabrook School project website. Estabrook School is a 450 student school in historic Lexington, Massachusetts. Our school is surrounded by beautiful woodlands, streams and conservation land, which we frequently use for student learning opportunities. It is a tremendous privilege and opportunity to design a new elementary school, that will serve our students as 21st century learners, while also including the beautiful surroundings that envelope Estabrook School.

Your input matters to everyone involved in the Estabrook School project. I hope you will attend our new building meetings, check this website frequently and send me your feedback regularly. I can be reached at (781) 861-2520 or at strach@sch.ci.lexington.ma.us.

ABOUT THE ESTABROOK SCHOOL PROJECT

Definition of Project Success

A successful Estabrook Elementary School Building Project will:

- Be on time and on budget
- Be designed to support 21st century skills
- Create open and welcoming spaces
- Be technologically advanced
- Fit all educational and community needs
- Be energy efficient (green)
- Solve logistics: sports, traffic, septic and safety
- Use the building process to engage and excite the community
- Be educationally innovative and inspiring
- Have a comprehensive maintenance plan

Massachusetts School Building Authority Website

Estabrook School Website

Town of Lexington Website

Town of Lexington Public Schools Website

The Estabrook Elementary School Study

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CURRENT INFORMATION

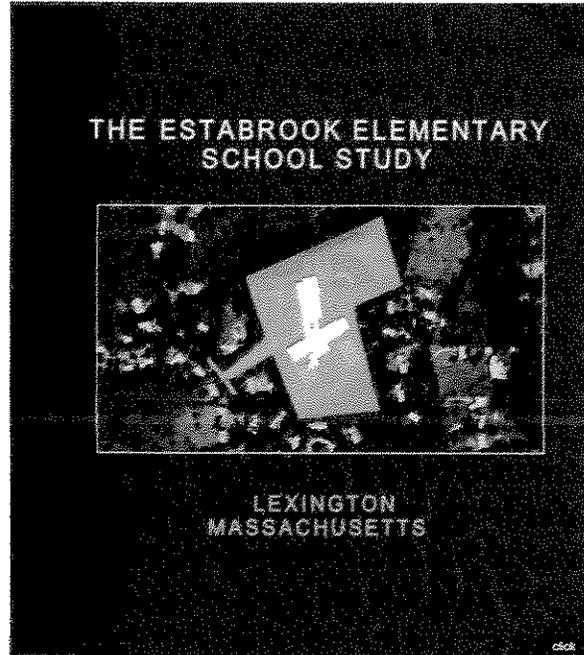
Update -- August 14, 2012

The newly configured school bus loop and student drop-off and pick-up area have been paved. A new road has been developed leading to the new temporary staff parking lot at the rear of the school which has been paved and striped. Construction fencing separating the occupied school side from the construction site has been erected including scrim and a dedicated gate for the construction vehicles to enter and exit. The retaining wall is nearly complete.

Enabling work along the school side of the project site has been completed. Work along the construction side is proceeding on schedule and activities to be completed over the next two weeks include paving, landscape, hardscape and punchlist.

The sitework package for the next phase of the project has been issued and work is targeted to commence at the end of September.

A copy of the logistics plan from September 2012 through April 2013 and progress photographs of the work completed to date have been posted to the web site under "Summer 2012 Enabling Work" in the "Updates" Tab.



[Massachusetts School Building Authority Website](#)

[Estabrook School Website](#)

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PRESENTATIONS

PTA Meetings

Estabrook PTA Presentation by DiNisco Design Sept. 26, 2011 [part 1.pdf](#) [Part 2.pdf](#)

Estabrook PTA Meeting Comments and Suggestions October 18, 2011

Estabrook PTA Presentation by DiNisco Design November 30, 2011

Estabrook PTA Presentation by DiNisco Design March 14, 2012.pdf

Estabrook PTA Presentation by Collaborative Partners June 7, 2012.pdf

Estabrook PTA Presentation by DiNisco Design June 7, 2012.pdf

School Committee Meetings

School Committee Meeting Presentation by DiNisco Design December 6, 2011

School Committee Meeting Presentation by DiNisco Design December 20, 2011 [Part 1.pdf](#) [Part 2.pdf](#)

School Committee Meeting Presentation by DiNisco Design January 31, 2012

Lexington Permanent Building Committee

LPBC Presentation Dec. 16, 2011 [Part 1.pdf](#) [Part 2.pdf](#)

LPBC Presentation Jan. 18, 2012 [Part 1.pdf](#) [Part 2.pdf](#)

LPBC Presentation Jan. 26, 2012 [Part 1.pdf](#) [Part 2.pdf](#) [Part 3.pdf](#) [Part 4.pdf](#)

LPBC Presentation February 9, 2012 [Part 1.pdf](#) [Part 2.pdf](#)

LPBC Presentation March 8, 2012 [Part 1.pdf](#) [Part 2.pdf](#)

Town Meetings

Board of Selectmen Meeting Presentation by DiNisco Design December 12, 2011

Project Update Meeting with Town Employees March 12, 2012.pdf

Neighborhood Meetings

Estabrook Neighbor Meeting Presentation by DiNisco Design February 8, 2012

Massachusetts School Building Authority Website

Estabrook School Website

Town of Lexington Website

Town of Lexington Public Schools Website

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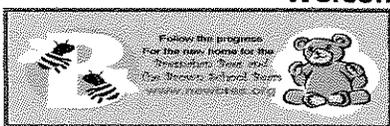
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Click above to return Home

Welcome!

- Webmail
- X2 Aspen
- Lunch Menus
- Nbypt Calendar
- Emergency Info
- The Green Team
- TAKE A LOOK TUESDAY
- Bresnahan Buzz
- Early Release
- Elementary PTO
- Title I



Follow the news about the [Bresnahan Model School Project!](#)

[Community Opportunities and Information Page](#)

Principal: Kristina Davis
Assistant Principal: Karina Mascia

333 High Street
Newburyport, MA 01950

Office (978) 465-4431
Fax (978) 465-2112

School Hours
Grades 1-3, 8:20AM-2:50PM

Office Hours
7:30AM- 3:30PM
Monday-Friday

School Subscriptions



BRAINPOP Jr.COM
online animated educational movies K-3



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NEW Tumblebooks Now Offers National Geographic Videos To Complement Their Online Books!

[Bresnahan Home](#)

[Contact Us](#) for direction's, faculty, e-mail addresses and classroom teacher websites

[Volunteer Information](#)

[Techpaths / Performance Plus](#)

[About Us](#) will inform you of our school/district philosophies

[Volunteers](#), fill out our Volunteer form to help us

[AUP \(Acceptable Use Policy for Technology\)](#)

[Events](#) will show you what's going on here at the Bresnahan School make a difference here at the Bresnahan School!

[Moodle](#)

[Curriculum](#) holds our Curriculum Brochures, Curriculum Maps, and links to the MDESE Frameworks

Problems downloading online notices? Get [Adobe Acrobat Reader](#).

[Resources](#) provides online resources to extend the lessons/ideas explored in class, parent resources, specialist resources, and holiday resources

[Science Fair Registration](#)

Current Progress of Green Team Initiative re: online notices:

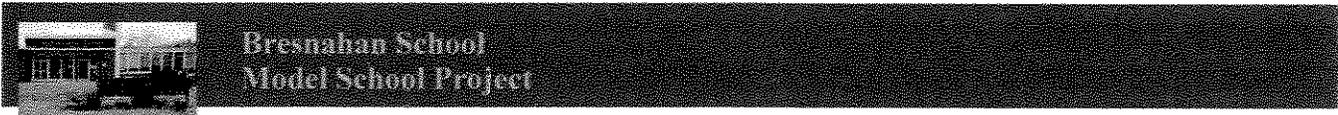
There has been significant environmental savings as well as financial savings by switching from paper notices to on-line notices. There are ribbons tied on the trees in the front of the school to symbolize the trees saved. These ribbons are re-used table cloths from past PTO events.

[After School Program Information and Dismissal Procedures](#)

[Free Brainpop Jr. Movies](#)

Artwork created in Art Class with Mrs. Jamison the Clip Art Gallery on [DiscoverySchool.com](#) & Microsoft Clip Art Gallery

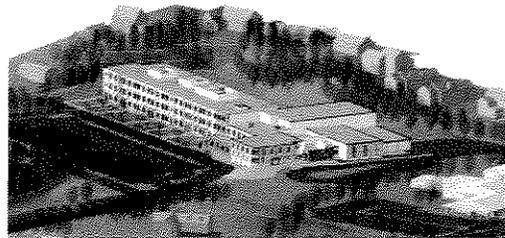
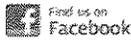
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Bresnahan School Model School Project

Quick Links

- [The Bres Today](#)
- [New Bres Plans](#)
- [Statement of Interest](#)
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- [New Bres by the Numbers](#)
- [Model School Examples](#)
- [Building Committee](#)
- [Project Manager RFS](#)
- [Project Manager RFS Response](#)
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Exterior Views

The New Bresnahan Model School Project
Newport, MA Heery International

Project Update

HMFH has met with the Bresnahan Administration Teachers and Staff to fine tune their design of the model building. The [Exterior plans](#) have been added to this website. These plans have been submitted to the MSBA for their feedback and approval.

Latest News

MSBA Approves Grant at 52.78% Reimbursement Rate

The MSBA also approved the budget of \$38,818,204 for the project and after excluded costs will represent a net reimbursement of \$18,339,558 or **47%** of the total project costs. Click [here](#) for more details.

Accomplishments and Next Steps

Accomplishments to April 2, 2012

- * Submitted Statement of Interest
- * SBA puts the Bresnahan program into the Model School Pipeline
- * School Building Committee formed
- * Visit to the four approved model schools
- * Prepared and Published Request for Proposal for Owner's Project Manager
- * Evaluated submitted proposals
- * Selected Heery International as OPM
- * Bresnahan site visited by MSBA proposed designers 9/22/11
- * Visitation Committee visits four approved model schools
- * Proposals from four designers illustrating how their school would fit to our needs and site delivered 10/06/11
- * Interviewed proposed designers (public meeting) on 10/11/11 and 10/12/11, and selected East Fairhaven Model and HMFH Architects.
- * Completed negotiations with HMFH
- * HMFH met with School administrators, teachers and staff to fine tune design needs
- * Plans submitted to the MSBA for final review

Next Steps

- * Meet with the MSBA Board of Directors and finalize Scope & Budget Review - March 28, 2012.
- * Continue to advance design development and conduct additional engineering investigation for soils and site utilities.