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1. SCHOOL YEAR & SCHOOL CALENDAR

The number of teaching days scheduled in the school calendar shall be at least the minimum number of days required by the Massachusetts Board of Education plus a reasonable number of days for emergencies.

The calendar for the school year shall be adopted by vote of the School Committee no later than the regular February meeting of each year. The school year shall begin on a date to be established by the School Committee on an annual basis and close on a day in June that completes the legal school session in accordance with the State Department of Education regulations.

The district will examine the calendar yearly in order to accommodate students by excusing individual absences for religious observance, or by adjusting the school calendar to provide a school year of at least 180 school days, while taking into account possible days of low attendance due to religious holidays.

**M.G.L. Chapter 4, Section 7; Chapter 71, Section 1, 4 & 4A
603 CMR 27.03**

**Department of Education Memorandum: "Legal Holidays: Accommodation for Religious
Observances" – August 20, 2003**

Adopted: April 14, 2004
Revised: December 12, 2007

2. HOMEWORK

The term "homework" refers to an assignment to be prepared during a period of supervised study in class or outside class.

The purposes of homework are to improve the learning processes, to aid in the mastery of skills, and to create and stimulate in interest on the part of the student.

Homework is a learning activity that should increase in complexity with the maturity of the student. With increased maturity, learning should become an independent activity. This should be established through consistent assignments that encourage students to investigate for themselves and to work independently as well as with others.

Homework assignments should be consistent in terms of the amount given each day and the time required for each assignment so that the teacher and/or the student can establish a pattern of meaningful homework.

The information for any homework assignment should be clear and specific so that the student can complete the assignment.

Homework assignments should take into consideration individual differences of students such as health, ability, conditions at home, and educational resources at home. Homework should not require the use of reference materials not readily available in most homes, school libraries, or the public library, and should require the use of those materials only when the student has had instruction in the use of them.

There are many other learning activities in the life of a student besides homework. Clearly, student participation in school activities, pursuing of cultural interests, participating in family, and exploring personal interests should be considered by teachers when they plan consistent, meaningful assignments.

Homework is not to be used as a form of punishment under any circumstances.

Adopted: May 11, 2005

3. INSTRUCTIONAL MATERIALS

It is the policy of Beverly Public Schools to provide a wide range of instructional materials that represent all levels of difficulty, interest, appeal, and points of view. Residents and/or employees of the system who have interest in these materials can review them upon request.

M.G.L. Chapter 71, Section 48, 49 & 50

Adopted: June 16, 2004
Revised: November 18, 2009

4. TEXTBOOK SELECTION AND ADOPTION

School principals are responsible for the purchase of textbooks and other school supplies, subject to the direction of the Superintendent and within the budget set by the School Committee.

Whenever a textbook purchase constitutes a significant change in the educational direction of the district, the School Committee must approve such changes by a two-thirds' vote, notice of such intended change having been given at a previous meeting.

Any textbook and/or school supply purchases must be made in accordance with chapter thirty B and within the purchasing guidelines of the City of Beverly.

M.G.L. Chapter 71, Section 48 & 50

Adopted: June 16, 2004
Revised: January 13, 2010

5. EVALUATION OF INSTRUCTIONAL PROGRAMS

The purposes of evaluation of instructional programs will be:

1. To determine students' educational needs, provide information for planning, and communicate students' progress.
2. To indicate program strengths and areas where improvement is needed.
3. To show the relationship between achievement and the system's stated goals.
4. To provide data for public information.

Instructional program evaluations shall be directed by the Superintendent in conjunction with all school principals and/or other designated school personnel.

It shall be the responsibility of the Superintendent to report annually to the School Committee the outcome of the evaluation of the instructional programs.

Adopted: June 16, 2004
Revised: January 13, 2010

6. REPORT CARDS & PROGRESS REPORTS

It shall be the duty of each teacher at the end of each term, or at the end of any other period of time designated by the Superintendent, to estimate and to record the progress of pupils. Reported progress for students with disabilities will reflect performance as measured against the modifications detailed in their Individual Education Program (I.E.P.).

This estimate of progress shall not be based solely on daily markings or on any particular written test but shall be the result of observation and honest judgment by the teacher of the growth and development of the student in all phases of school progress.

During the school year, teachers shall notify parents of children doing unsatisfactory work. Moreover, Principals shall notify parents, in writing, promptly of cases where it becomes apparent that a child is not being assigned to the next grade or is not graduating.

Upon the request of any student or former student thereof, the school will issue him/her a written transcript of his/her record as a student. Furthermore, at the request of a parent or guardian of a student, the school will allow inspection of academic, scholastic or any other records concerning such student that are kept or are required to be kept.

M.G.L. Chapter 71, Sections 34A & 34E

Adopted: June 16, 2004
Revised: December 10, 2008

7. INCLUSIVE SCHOOLING

The School Committee endorses the concept of an inclusive environment for all students in the Beverly Public Schools.

Inclusion is a working philosophy that supports and promotes the ideal that all children can and should be educated together in regular education classrooms with age appropriate peers. This philosophy is planned and structured so that the learning environment takes into account individual learning styles and provides opportunities for every child to make progress and achieve success.

Adopted: March 24, 1997;
Adopted: April 14, 2004
Revised: January 16, 2008

8. HOMEBOUND INSTRUCTION

Qualified teachers are provided to give instruction to children who are confined to home by illness for an extended period. Upon receipt of a physician's written order verifying that a student must remain at home or in a hospital on a day or overnight basis, or any combination of both, for medical reasons and for a period of not less than fourteen days, the principal shall arrange for provision of educational services in the home or hospital. Such services shall be provided with sufficient frequency to allow the student to continue his or her educational program, as long as such services do not interfere with the medical needs of the student. The principal shall coordinate such services with the Director of Pupil Personnel Services for eligible students. Such educational services shall not be considered special education unless the student has been determined eligible for such services and the services include services on the student's IEP.

603 CMR 28.03 (3)(c)

Adopted: May 11, 2005

9. HOME SCHOOLING

The Beverly School Committee recognizes and respects the right of parents/guardians to educate their child(ren) at home. The Committee appreciates the personal and cultural uniqueness of each family and desires to ensure that review and confirmation of home education programs is both lawful and equitable. Therefore, the School Committee establishes the following home education policy.

Parent(s) or guardian(s) planning to undertake a home education program for their child(ren) between their sixth and sixteenth birthday shall inform the Superintendent by completing the Notice of Intent for Home Education form obtained from the Superintendent's Office.

Home education programs shall be considered in an equitable objective and timely manner. Factors that may be considered by the Superintendent or School Committee to confirm a home education program are:

1. The academic background, life experiences and/or other qualification of those who will be instructing the child(ren), as they relate to the educational program.
2. An overview of the educational program that is to include subjects that the child will study, the length of the proposed home school year, and the hours of instruction in each subject.
3. Parents may select the kind of instructional materials to use in their child's home education and school officials will have access to such materials to determine the type of subjects to be taught and the grade level of instruction for comparison purposes with the curriculum of the public school.
4. A mutually agreeable method of reporting which corresponds to the type of educational program being followed and may include one or more of the following:
 - a. Daily logs, journals, progress reports, portfolios or dated work samples.
 - b. An independent report made by a certified teacher, chosen by the parent(s) or guardian(s), or some other person approved by the Superintendent.
 - c. Consultation with the Superintendent or appropriate school principal.
 - d. Standardized test results.
 - e. Any other method agreed to by both the Superintendent and home educator(s).

A student being educated in a home-based program within the City of Beverly shall be informed of and have access to public school extra-curricular activities subject to applicable fees. Arrangements for such participation are to be in accordance with the generally accepted scheduling procedures of the school.

Whenever possible, if requested by the parent(s) or guardian(s), school personnel shall provide materials such as sample curricula and/or textbooks.

In order to ensure due process, the following procedures will be applicable:

1. Approval for the home education program must be obtained in advance, i.e., prior to the removal of the children from the public school and prior to the commencement of the home education program.
2. The Superintendent shall provide the parents with an opportunity to explain their proposed plan or present witnesses on their behalf.
3. The parent(s) or guardian(s) bear the responsibility of demonstrating that the home education proposal meets the requirements of Massachusetts law in that instruction will equal in thoroughness and efficiency and in the progress made therein that which is available in the public schools.
4. If the parent(s)' or guardian(s)' plan for home education is rejected, the Superintendent must detail the reasons for their decisions.
5. If a home education proposal is rejected, the parent(s) or guardian(s) shall be given an opportunity to revise their proposal to remedy the inadequacies or correct deficiencies noted by

the District.

6. If a parent fails to enroll a child in school or withdraws the child from school to begin home education without first obtaining the approval of a plan by the Superintendent or Committee, the school district will act promptly to enforce the compulsory school attendance law in the following manner, depending upon the circumstances: by expediting review and approval of the proposed home education program; by seeking judicial intervention by filing a truancy complaint; or by initiating a care and protection proceeding.

Requests for a hearing before the School Committee to resolve a disagreement must be made through the Superintendent's Office, in writing, at least ten (10) business days prior to the regularly scheduled School Committee meeting. Notice of such a hearing, along with all relevant materials submitted by the parent(s) or guardian(s) and any information or materials submitted by the District, shall be provided to the Committee by the Superintendent's Office prior to the hearing. The School Administration shall provide to the parents copies of all information the Administration intends to provide to the Committee with respect to their proposal. The School Committee shall render its decision with supporting reasons, in writing, within seven (7) days of the hearing.

**M.G.L. Chapter 76, Section 1; Chapter 76, Sections 2 and 4; Chapter 119, Section 24
Care and Protection of Charles, 399 Mass. 324 (1987)
Brunelle v. Lynn Public Schools, 428 Mass. 512 (1998)
Care and Protection of Ivan, 48 Mass App. Ct. 87 (1999)**

Adopted: June 16, 2004
Revised: January 13, 2010

10. SUMMER SCHOOL

The Beverly School Committee shall authorize the operation of a summer school program so long as there are a sufficient number of children of school age who desire this educational service. The Director of the Summer School Program shall present recommendations for the operation of said program to the School Committee at their last meeting in May.

It is the policy of the Beverly School Committee that any student who fails a full-year course at Beverly High School and wishes to earn make-up credit by enrolling in the Summer School must have:

1. Received four letter grades for four quarters in the course that has been failed (incompletes and dropped courses will not count).
2. Maintained an acceptable attendance record in that course for an entire academic year.
3. Secured written permission of the teacher of the course failed, as well as the appropriate assistant principal, before registration.
4. Earned no more than 15 previous credits through remedial course work completed at Summer School.

Length

Under the provisions of this policy, a six-week summer course is not to be construed as the equivalent of a full-year academic course. Rather, summer courses are intended to be "review" classes that both extend and reteach material covered in full-year courses.

Grades

For all intent and purposes, thus, summer courses add a semester's grade to the two grades already achieved by the student. The attendance and grading procedures, together with the signatures of teachers and administrators, make certain that the summer course is true extension of the full-year course that has been failed.

Limitation

The last provision of this policy, finally, is designed to curb any abuses that might occur if students use summer credits again and again to repair a faulty academic record. In effect, the fourth provision says that a student may use no more than four "review" courses - or a total of 20 credits - to remedy failing grades for the complete duration of a student's time at Beverly High School.

If a student fails five or more courses and has reached his twenty (20) credit limit, he/she must repeat that course during the regular school year.

M.G.L. Chapter 71, Section 28

Adopted: May 11, 2005

11. FLAG DISPLAYS AND THE PLEDGE OF ALLEGIANCE

Teachers shall instruct all students to pay respect to the national flag when displayed in parades or on similar occasions. Every student shall be taught the Pledge of Allegiance that shall be recited at least weekly in all schools.

The flag shall be displayed in every classroom and on every school building on all school days and every legal holiday except in stormy weather. The flag shall be carefully kept from abuse and shall be replaced by a new flag when torn or discolored.

M.G.L. Chapter 71, Section 69

Adopted: June 16, 2004
Revised: January 14, 2009

12. SCHOOL CEREMONIES & OBSERVANCES

The schools may conduct seasonal music programs, not for their religious intent, but rather as a means of making all children more familiar with the culture of their peers. Schools shall refrain from presentations or displays that might be interpreted as a promotion of a particular religious point of view in the devotional sense.

M.G.L. Chapter 71, Section 31A

Adopted: June 16, 2004

Revised: January 14, 2009

13. PARENT NOTIFICATION RELATIVE TO SEX EDUCATION

The Beverly School Committee upholds the right of parents and guardians of our students to review and make informed decisions about their child participating in curriculum that involves human sex education.

At the beginning of each school year, all parents/guardians of students in our schools will be notified in writing of the courses and/or curriculum we require that primarily involve human sex education. Parents/guardians of students who enroll in school after the start of the school year will be given the written notice at the time of enrollment. If the planned curriculum changes during the school year, parents/guardians will be notified of this fact in a timely manner before implementation.

Each such notice to parents/guardians will include a brief description of the curriculum covered by this policy, and will inform parents/guardians that they may:

- Exempt their child from any portion of the curriculum that primarily involves human sexual education, without penalty to the student, by sending a letter to the school principal requesting an exemption. Any student who is exempted by request of the parent/guardian under this policy may be given an alternative assignment.
- Inspect and review program instruction materials for these curricula, which will be made reasonably accessible to parents/guardians and others to the extent practicable. Parents/guardians may arrange with the principal to review the materials at the school, and may also review them at other locations that may be determined by the Superintendent of Schools.

A parent/guardian who is dissatisfied with a decision of the principal concerning notice, access to instructional materials, or exemption for the student under this policy may send a written request to the Superintendent for review of the issue.

The Superintendent or designee will review the issue and give the parent/guardian a timely written decision, preferably within two weeks of the request. A parent/guardian who is dissatisfied with the Superintendent's decision may send a written request to the School Committee for review of the issue. The School Committee will review the issue and give the parent/guardian a timely, written decision, preferably within four weeks of the request. A parent/guardian who is still dissatisfied after this process may send a written request to the Commissioner of Education for review of the issue in dispute.

M.G.L. Ch. 71, Sec. 32A

Adopted: June 30, 1997
Revised: May 19, 2004
Revised: January 16, 2008

14. TEACHING CONTROVERSIAL ISSUES

Controversial issues include matters characterized by significant differences of opinion, usually generated from differing and underlying values, beliefs, and interests, which produce significant social tension. Controversy arising from such differences is inherent in a pluralistic society. An important function of public education is to provide students with an understanding of how controversial issues are dealt with in a democracy. In the classroom, this includes the opportunities to learn about the issues, problems, and concerns of contemporary society; to form opinions; and to participate in discussion of these issues and expressions of opinion.

Instruction that involves controversial issues and/or materials must be within the district content standards and curriculum. The overriding educational purpose of teaching about controversial issues or using controversial materials must be student achievement in the academic subjects and students' civic development, rather than reaching conclusions as to the correctness of any particular point of view. The instruction must reflect due consideration of the maturity of the students, the values of the community, sound professional judgment, and coordination with administration.

Teachers are discouraged from expressing their own viewpoints and opinions; however, they must be professionally ethical, explain their reasons clearly, be open to challenge, and present each side of an issue impartially. Teachers may not use learning resources that are not approved by the district and that are controversial because of the manner or context in which they discuss controversial issues. In matters relating to controversial issues and learning materials, the Superintendent will exercise final authority in deciding whether discussion of a controversial issue follows established professional ethics, content standards, and curriculum and is appropriate for students.

It is the policy of Beverly Public Schools that the district shall establish and employ guidelines to be followed when teaching about controversial issues.

Adopted: Wednesday, June 16, 2004
Revised: January 13, 2010

15. ACADEMIC FREEDOM

The teacher must be free to think, investigate, and present information and ideas in an atmosphere of freedom and confidence. The education of youth in a democratic society requires that students have the opportunity to learn from a variety of sources and viewpoints.

Academic freedom is not absolute. It should be exercised within the ethical responsibilities of the teaching profession and within the context of education reform. These responsibilities include:

1. A commitment to present within the classroom the truth as understood by the teacher in relation to the teacher's area of professional competence.
2. A concern for the welfare, growth, and total development of the student.
3. Application of good taste and judgment in selecting and employing materials and methods of instruction.
4. Under committee policy, a teacher must adhere to established scope and sequence for various subjects, curriculum guides, curriculum frameworks, instructional programs, and guidelines pertaining to teaching about controversial issues.

This academic freedom and responsibility is essential to the purpose of our schools and society, and will be upheld by the School Committee and administration.

Adopted: May 11, 2005

16A. DAY TRIPS AND OVERNIGHT (DOMESTIC) FIELD TRIPS

The term "field trip" includes all student trips, connected with the school and/or school district, except those where students are representing the school or school district in an organized event (e.g., athletic contests, band performances at parades, DECA competitions) However, this policy applies to all trips where students will be away overnight.

One Day (including less than full-day) and Overnight Trips

Purpose

School field trips provide an opportunity to enhance, strengthen and complement the classroom or grade level curriculum. Normally, field trips must have as their goal the enhancement of student knowledge and skills, as well as having a direct relationship to the adopted curriculum of the district. However, some field trips designed as recreational in nature may be approved at the discretion of the Superintendent.

Cost Guidelines

School-sponsored field trips shall not be approved unless maximum efforts are made to assure that no student is denied the opportunity to participate in a field trip because of the inability to pay.

Free or Subsidized Travel

If the school department employee is organizing the trip, he/she must make a written disclosure to the Superintendent that he/she has a financial interest in the trip and must describe the arrangement (free or discounted travel, lodging and/or meal expenses). The Superintendent will make a written determination in advance that the "interest is not so substantial to be deemed likely to effect the integrity of the services that the school district may expect from the employee." The employee should make this disclosure on a form which can be found on the State Ethics website (www.mass.gov) and enter "State Ethics Commission" in the search area).

Range of Field Trips

Field trips should not be repeated during the student's Pre-K through 12 experience unless the program is uniquely designed for specific grades, age groups or student interest (i.e., Museum of Science, Museum of Fine Arts, Symphony, etc.). The district administration will review and coordinate all field trips.

Students should be adequately prepared for all field trips. It is the responsibility of sponsor(s) to insure that the purpose of the trip and student expectations for learning are set forth and understood by those participating in the field trip.

Approval of Field Trips

All one day field trips must be proposed to and approved by the appropriate Principal and Superintendent at least one (1) month prior to the trip, using the "Field Trip Justification Form." The School Committee and/or Superintendent reserve the right to cancel A ONE-DAY trip if serious safety considerations arise.

Any field trip longer than a day trip must be proposed to and approved by the School Committee, with the recommendation of the Superintendent, at least six (6) months prior to the trip, using the "Field Trip Justification Form." Normally, students should not miss more than three (3) consecutive school days for any field trip. The School Committee and Superintendent must approve exceptions to this guideline. The School Committee and/or Superintendent reserves the right (a) to cancel trips up to departure, and (b) to recall trips in progress, if they believe there is a potential danger to students or any other reason deemed appropriate by the School Committee and/or Superintendent. In the event that the School Committee and/or Superintendent must cancel or recall a trip due to safety concerns, the School Committee and/or Superintendent will endeavor to render the decision at the earliest date possible.

To the extent possible, overnight field trips will be scheduled during vacations and weekends in order to minimize the loss of class time. Students not attending field trips must attend classes. If classes are not held during the trip, the school will plan appropriate alternative activities.

The central administration, in conjunction with building principals, will maintain a master calendar of field trips for the school year.

Role of Sponsor(s)

At least one (1) of the field trip sponsor(s) must be an employee of the School District. The sponsor(s) are responsible for attending the trip, as well as ensuring adherence to all district policies and school rules. Further, the sponsor(s) are responsible for maintaining appropriate communication with district and building administrators, parents and students.

Sponsors should ensure that all chaperones have some identified method of communicating with one another while on field trips.

Role of the Chaperone(s)

A satisfactory Criminal Offender Record Information (CORI) check is required of all chaperones.

Chaperones are expected to observe all school rules while on a one day or overnight field trip. During overnight trips, the sponsor(s) must ensure that any area where students are housed is overseen by chaperones or security personnel during the entire overnight period.

Chaperones and sponsors should wear some form of identification so that they are easily identifiable to students. Further, students should not be left unsupervised while on field trips.

Student/Chaperone Ratio

Chaperone ratios for field trips will be no less than one (1) adult to every twelve (12) students.

Overnight trips must have a chaperone ratio of no less than one (1) adult to every eight (8) students. In all cases, at least two (2) chaperones must participate.

Trip Preparation and Expectations

The sponsor(s) of overnight trips must meet with all students participating in the trip and their parents to review expectations, itinerary, procedures, security provisions, rules and regulations, and other pertinent topics. All school rules and disciplinary consequences outlined in District policies, the school's student handbook, and the staff handbook will be in effect for students and chaperones on the trip. Parents will be asked to sign a contract indicating that they understand and agree to all rules for the trip before students will be permitted to attend.

Parents will be responsible for any medical expenses incurred on the trip or expenses relative to a student having to return early because of a serious violation of a school rule or host country law.

Based on past behavior or special circumstances, the administration may refuse to allow a student to participate in a one-day or overnight field trip.

The sponsor(s) of the overnight trip will schedule sufficient meetings and activities to adequately prepare students and parents for the trip experience. Recognizing that there may be extenuating circumstances, students who do not attend these meetings with their parents may not be permitted to go on the trip.

Administration of Medication on Field Trips

Parent and/or legal guardians will receive a copy of the school district's policy regarding the Administration of Medications as it pertains to field trips in advance of the trip as part of their trip materials.

Overnight Trips

1. The use of vans or private automobiles for trips planned to include late night or overnight student travel should be avoided. Such trips should generally use commercial motorcoaches.
2. Trips planned to include late night or overnight student travel should involve pre-trip checks of companies, drivers and vehicles.
3. School Officials will ensure that the selected carrier is licensed for passenger transportation by the Federal Motor Carrier Safety Administration (FMCSA). The district will not contract with any carrier that has an FMCSA safety rating of "Conditional" or "Unsatisfactory."
4. The contract with the carrier will prohibit the use of a subcontractor unless sufficient notice is given to the school district to allow verification of the subcontractor's qualifications.
5. Overnight accommodations should be made in advance with student safety and security in mind. Unless otherwise approved by the School Committee and Superintendent, no students will be permitted to travel between the hours of midnight and 6 a.m., due to the increased risk of vehicular accidents during this time period.
6. Trip itineraries must leave enough time for drivers to rest in conformity with federal hours-of-service requirements and common sense.
7. CORI checks are required for bus drivers who do not regularly work for the school district.

930 CMR 5.05

Approved: November 8, 1999
Revised: May 19, 2004
Revised: June 16, 2010

16B. FOREIGN (OUT-OF-COUNTRY) TRIPS & FOREIGN EXCHANGE PROGRAMS

The term "field trip" includes all student trips, connected with the school and/or school district, except those where students are representing the school or school district in an organized event (e.g., athletic contests, band performances at parades, DECA competitions) However, this policy applies to all trips where students will be away overnight.

Purpose

Foreign field trips (not foreign exchange programs) provide an opportunity to enhance and strengthen students awareness and understanding of other cultures, peoples, language and geography. As we increasingly become a global community, foreign trips raise students, awareness of the interdependence of countries and people around the world.

Cost Guidelines

Students and their parents pay for the cost of foreign trips. All foreign trips are completely voluntary. No student will receive extra credit or special grading considerations for attending, or not attending, a foreign trip.

Free or Subsidized Travel

If the school department employee is organizing the trip. He/she must make a written disclosure to the Superintendent that he/she has a financial interest in the trip and must describe the arrangement (free or discounted travel, lodging and/or meal expenses). The Superintendent will make a written determination in advance that the "interest is not so substantial to be deemed likely to effect the integrity of the services that the school district may expect from the employee." The employee should make this disclosure on a form which can be found on the State Ethics website (www.mass.gov) and enter "State Ethics Commission" in the search area).

Approval Process

All proposed foreign trips must be proposed to and approved by the School Committee, with the recommendation of the Superintendent, at least six (6) months prior to the trip, using the "Field Trip Justification Form." The School Committee and/or Superintendent reserves the right to (a) cancel trips up to departure, and (b) recall trips in progress, if they believe there is potential danger to students or other reason deemed appropriate by the School Committee and/or Superintendent.

In the event that a trip must be cancelled, the School Committee and/or Superintendent will endeavor to make the decision at the earliest date possible.

Parents/Legal Guardians will be required to affirm that they have read the Consent and Release Form and understand that the School Committee and/or Superintendent reserves the right to cancel or recall a school-sponsored field trip. The parent/guardian will sign to acknowledge and affirm that he/she may lose any and/or all of the funds expended for the trip.

Foreign trip justifications must include the relation to the school district curriculum, appropriateness of the experience and safety considerations.

Length of Field Trips

Normally, the major portion of the foreign trip should occur during school vacations. Students should not miss more than three (3) school days. The School Committee must approve exceptions to this guideline.

Number of Foreign Field Trip

Normally, the number of foreign trips will be limited to three (3) per school during any school year. The School Committee must approve exceptions to this guideline.

Role of Sponsor(s)

At least one (1) of the foreign field trip sponsor(s) must be an employee of the School District. The sponsor(s) are responsible for attending the trip, as well as ensuring adherence to all district policies and school rules. Further, the sponsor(s) are responsible for maintaining appropriate communication with district and building administrators, as well as parents and students.

Student-Chaperone Ratio

Chaperone ratios for foreign trips will be no less than one (1) adult for every ten (10) students. In all cases, at least two (2) chaperones must participate.

A satisfactory Criminal Offender Record Information (CORI) check is required of all chaperones prior to chaperoning any foreign field trip.

Chaperones are expected to observe all school rules while on a foreign field trip. The sponsor(s) must ensure that chaperones or security personnel oversee any area where students are housed during the entire overnight period.

Trip Preparation and Expectations

The sponsor(s) of the foreign trip must meet with all students participating in the trip and their parents to review expectations, itinerary, procedures, security provisions, rules and regulations, and other pertinent topics. All school rules and disciplinary consequences outlined in District policies, the school's student handbook, and the staff handbook will be in effect for students and chaperones on the trip. Parents will be asked to sign a contract indicating that they understand and agree to all rules for the trip before students will be permitted to participate.

Parents will be responsible for any medical expenses incurred on the trip or expenses relative to a student having to return early because of a serious violation of a school rule or host country law.

Based on past behavior or special circumstances, the administration may refuse to allow a student to participate in a foreign trip.

The sponsor(s) of the field trip will schedule sufficient meetings and activities to adequately prepare students and parents for the trip experience. Recognizing that there may be extenuating circumstances, students who do not attend these meetings with their parents may not be permitted to go on the trip.

Administration of Medication on Field Trips

Parent and/or legal guardians will receive a copy of the school district's policy regarding the Administration of Medications as it pertains to field trips in advance of the trip as part of their trip materials.

Foreign Exchange Programs

The Beverly Public Schools actively support organized exchange programs between students at Beverly High School and groups of students from foreign countries.

Cost Guidelines

Students and their parents pay for the cost of foreign trips. All foreign trips are completely voluntary. No student will receive extra credit or special grading considerations for attending, or not attending, a foreign trip.

Procedures

To assure maximum educational value from these programs and to provide the degree of organization required to support these programs, the following procedures must be followed:

1. All proposed foreign exchanges must be proposed to and approved by the School Committee, with the recommendation of the Superintendent, at least six (6) months prior to the exchange. This approval shall be determined only after a presentation to the School Committee by a Beverly High School sponsor regarding objectives, plans and expectations of all participating parties during the duration of the exchange.
2. The School Committee and/or Superintendent reserves the right to (a) cancel trips up to departure, and (b) recall trips in progress, if they believe there is potential danger to students or other reason deemed appropriate by the School Committee and/or Superintendent. In the event that a trip must be cancelled, the School Committee and/or Superintendent will endeavor to make the decision at the earliest date possible.
Parents/Legal Guardians will be required to affirm that they have read the Consent and Release Form and understand that the School Committee and/or Superintendent reserves the right to cancel or recall a school-sponsored field trip. The parent/guardian will sign to acknowledge and affirm that he/she may lose any and/or all of the funds expended for the trip. Parent and/or legal guardians will receive a copy of the school district's policy regarding the Administration of Medications as it pertains to field trips in advance of the trip as part of their trip materials.
3. The sponsor(s) of the foreign exchange must meet with all students participating in the exchange and their parents to review expectations, itinerary, procedures, security provisions, rules and regulations, and other pertinent topics. All school rules and disciplinary consequences outlined in District policies, the school's student handbook, and the staff handbook will be in effect for students and chaperones on the exchange. Parents will be asked to sign a contract indicating that they understand and agree to all rules for the exchange before students will be permitted to attend.
4. A satisfactory Criminal Offender Record Information (CORI) check is required of all chaperones prior to chaperoning any foreign exchange.
5. Parents will be responsible for any medical expenses incurred on the trip or expenses relative to a student having to return early because of a serious violation of a school rule or host country law. Parent and/or legal guardians will receive a copy of the school district's policy regarding the Administration of Medications as it pertains to field trips in advance of the trip as part of their trip materials.
6. Based on past behavior or special circumstances, the administration may refuse to allow a student to participate in a foreign exchange program.
7. The sponsor(s) of the foreign exchange program will schedule sufficient meetings and activities to adequately prepare students and parents for the trip experience. Recognizing that there may be extenuating circumstances, students who do not attend these meetings with their parents may not be permitted to go on the exchange.
8. Chaperone ratios for foreign exchanges will be no less than one (1) adult for every ten (10) students. In all cases, at least two (2) chaperones must participate.
9. With respect to visiting exchange students, an orientation meeting for host families, prior to the arrival of foreign students, must be held in order to provide information relative to schedules, responsibilities, and the expected conduct on the part of guests.

930 CMR 5.05

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Revised: May 19, 2004
Revised: June 16, 2010

17. SCHOOL VOLUNTEERS

The Beverly School Committee recognizes the necessity and value of community volunteer efforts to support students' academic achievement and social growth, and to give citizens not only a feeling of ownership and belonging in their schools and their community, but also opportunities to enrich their own lives by helping others. In order to assure collaborative partnerships towards these ends, Beverly Public Schools will implement a comprehensive School Volunteer Program. This program will be designed to achieve the following objectives:

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1. supplement and enrich the instruction offered to students by the professional staff;
2. offer support to professional and clerical staff and to students;
3. complement the services provided by employees of Beverly Public Schools, not to replace employees

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Volunteers shall be offered a variety of options concerning the work they do on behalf of the schools. Volunteers may include parents, senior citizens, business persons, and others in the community. Teachers will work with school volunteers on a voluntary basis. School-based training of the volunteers and staff members is an essential part of the School Volunteer Program.

Criminal background checks will be conducted on all prospective volunteers in accordance with district policy. The Superintendent is responsible for ensuring that principals are meeting their responsibilities with regard to this policy and that the district-wide Volunteer Program is consistent.

M.G.L. Chapter 71, Section 38R

Adopted: June 16, 2004

Recommended to the School Committee (Second Reading): February 10, 2010