

**HOPKINTON SCHOOL COMMITTEE**  
**Thursday, January 7, 2016**  
**Regular Meeting 7:00 PM**  
**Middle School Library**  
**AGENDA**

**I. Pledge of Allegiance**

**II. Public Comments: 7:00**

**III. Public Hearing: FY17 Budget [7:10]**

**IV. Reports to the School Committee**

- A. 7:30 – 7:35: Student Council
- B. 7:35 – 7:40: Liaisons Reports
- C. 7:40 – 7:45: SC Chair Report
- D. 7:45 – 7:50: Superintendent's Report

**V. New Business – Session I**

**A. 7:50 – 8:20: Superintendent's Budget Recommendation:**

For Consideration: Request and recommendation following individual budget reviews and discussions of the Superintendent's FY17 budget.

Recommended Motion: Move to approve the FY17 budget recommendation of the Superintendent.

**B. 8:20 – 8:25: Request to Appoint Designer Selection Board for Hopkins and High School Roof Project:**

For Consideration: Request and recommendation that the Superintendent be authorized to appoint members to serve on the Designer Selection Board for this project.

Recommended Motion: Move to approve the Superintendent to appoint the following individuals to serve as members on the Designer Selection Board for the Hopkins and High School Roof projects.

Dr. Cathy MacLeod, Superintendent of Schools  
Mr. Ralph Dumas, Director of Finance and Operations  
Mr. Al Rogers, Director of Buildings and Grounds  
Mr. Tim Kearnan, Hopkins School Principal  
Mr. Evan Bishop, High School Principal  
Mr. Dave Daltorio, Town Engineer

**VI. Old Business**

**A. 8:25 – 8:40: Final Approval of International Travel 2016 – Dr. MacLeod**

For Consideration: Request and recommendation of the Superintendent following submission of Final Approval Forms and discussion with families and tour leaders.

Recommended Motion: Move to recommend Peru, Belize, and China for final School Committee approval

**B. 8:40 – 8:45: School Committee Policy: JH Student Attendance (amendment to adopted policy)**

For Consideration: Request and recommendation of the Superintendent to revise the adopted policy to be reflective of current state law. Policy JH was adopted in October 2015.

Recommended Motion: Move to re-adopt Policy JH as amended.

**VII. Public Comments**

*The listing of matters are those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.*

## VIII. Items by Consensus: 8:45

- A. The Superintendent recommends the School Committee vote to approve the Operating Budget & Other Funds Warrant #16-030 in the amount of \$496,380.94.
- B. The Superintendent recommends the School Committee vote to approve the Middle School Student Activities Warrant #16-031 in the amount of \$34,959.34.
- C. The Superintendent recommends the School Committee vote to approve the Hopkins School Student Activities Warrant #16-032 in the amount of \$5,550.00.
- D. The Superintendent recommends the School Committee vote to approve \$380.00 from the “The Sky’s the Limit” fundraiser be placed in the Middle School Gift Account as indicated in the agenda materials.
- E. The Superintendent recommends the School Committee vote to accept a gift of \$500 from the Hopkinton Running Club for the Elmwood Marathon Fitness Challenge Program be placed in the Elmwood School Gift Account.

## IX. Executive Session:

Recommended Motion: Move to go into Executive Session pursuant to Open Meeting Law (Chapter 30A, Section 21 (a)) in order to:

- Discuss strategies with respect to collective bargaining or litigation, specifically to ratify the MOU (Memorandum of Understanding) with respect to collective bargaining with the Hopkinton Teachers’ Association (HTA) (Section 21 (a)(3));
- Conduct strategies in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel, specifically the Superintendent’s contract (Section 21 (a)(2));
- Consider the purchase, exchange, lease or value of real property, specifically to consider negotiation of a lease agreement with the Boston Athletic Association and the 26.2 Foundation (Section 21 (a)(6));

And reconvene in Open Session.

## X. New Business – Session II

### A. 9:05 – 9:10: **Vote to Ratify the MOU with the Hopkinton Teachers’ Association (HTA):**

For Consideration: Request and recommendation of the Superintendent that the School Committee vote to ratify the MOU with the HTA.

Recommended Motion: Move to approve the vote to ratify the MOU with the HTA.

## XI. Adjournment

## XII. Next Meetings

Thursday, January 21, 2016 @ 7:00 PM  
Thursday, February 4, 2016 @ 7:00 PM  
Thursday, February 25, 2016 @ 7:00 PM

Middle School Library – Regular Meeting  
Middle School Library – Regular Meeting  
Middle School Library – Regular Meeting




## Hopkinton Public Schools

89 Hayden Rowe Street Hopkinton, MA. 01748

Ralph O. Dumas, Jr.  
Director of Finance

Telephone: 508-417-9385  
Fax: 508-497-9833  
rdumas@Hopkinton.K12.ma.us

### MEMORANDUM

To: Dr. Cathy MacLeod, Superintendent  
From: Ralph Dumas, Director of Finance   
Date: December 21, 2015 (for meeting on January 7th)  
Subject: Request to Appoint Designer Selection Board – Hopkins & HS Roofs

We are about to commence with the project to repair/replace the Hopkins & High School roofs, for which funding was approved at the May 2015 Annual Town Meeting. The first step in that process is the procurement of a “designer” for the project. In this case, the designer will be an engineering firm with expertise in building envelope projects.

In accordance with the town’s Designer Selection Policy, the School Committee voted on 11/5/15 to ask the Board of Selectmen to delegate authority to the School Committee to appoint appropriate individuals to serve on the Designer Selection Board for this project. We have received notification from the Town Manager that the Board of Selectmen unanimously approved this request on 12/15/15.

We are requesting that the School Committee appoint the following individuals to serve on the Designer Selection Board for this project:

Dr. Cathy MacLeod	Superintendent of Schools
Ralph Dumas	Director of Finance & Operations
Al Rogers	Director of Buildings & Grounds
Tim Kearnan	Hopkins School Principal
Evan Bishop	High School Principal
Dave Daltorio	Town Engineer



Hopkinton Public Sch  
Overnight Travel  
FINAL APPROVAL FORM

Item VI.A. S.C. Meeting 1/7/16



**Who must complete this form?** This form must be completed by a trip group leader to obtain final School Committee approval for an overnight travel program.

**When should this form be completed?** This form should be completed after initial School Committee approval has occurred and an itinerary, accommodations, fundraising (if applicable) and other logistics for the program have been completed. This is the final step in the overnight approval process.

**Final Approval Form Deadline:** All *Final Approval* forms should be completed four months prior to the travel

School: Hopkinton High School Study Tour Leader(s): Catherine McCahill Laura Theis

Grade Levels: 9-11 Course(s) or Club: Environmental Science / Spanish 4

Destination: Peru

Date of Request: 9 days Departure Day & Date: April 15 2016 Friday

Number of Students: 21 Return Day & Date: April 23 2016 Saturday

Cost of Program (per student): \$1 3735.00 includes mandatory insurance

Name of Travel Company Providing Tour Logistics: EF Educational Tours

**Names of Chaperones:** All chaperones must have a CORI check. At least one chaperone must be CPR Certified.

Catherine McCahill	
Laura Theis	

**Specialized Information** – Please provide an overview of any unique aspects of this program such as student projects, guest speakers, activities, etc. associated with this program.

Service Project in Peru - do not know project yet

Student meetings to bring awareness to Fair Trade, Geology of Andes, Spanish Culture, Environmental concern

**\*Overnight trips and out-of-state trips require School Committee Approval. Please allow additional time!**

Revised 10/13

**Program Itinerary** - What key activities will students be participating in during the program? Attach supporting documents such as itinerary, accommodations, transportation, and other logistical information.

Lima - guided tour 17th century San Francisco Monastery Larco Museum  
Cuzco - fly - sacred valley of the Incas Sacsayhuaman archaeological site  
Machu Picchu - train  
Ollantaytambo - train Inca Archaeological site  
Service Project Lima → Home

**GROUP LEADER RESPONSIBILITIES:** As group leader, I understand that the following activities must be completed and confirmed at least 10 days prior to travel:

- Obtain Parent/Guardian signatures of Educational Tour, Travel, and Accommodations Form
- Obtain Physician's Signature of Travel Release Form
- Obtain Parent/Guardian signatures of Student Medical Information Form
- Obtain Parent/Guardian signatures of Consent Form, Release from Liability & Indemnity Agreement
- Conference with School Nurse regarding all participants and obtain Nurse's signature on Nurse Conference Form
- If medications are to be administered, they will be administered in a manner consistent with the district's *Distribution of Medication Policy JLCD*.
- At least one chaperone for the trip holds a current CPR certification consistent with the district's *Cardio-Pulmonary Resuscitation & First Aid Policy JLCE*.
- Chaperones must be cleared through the Massachusetts Criminal Offender Records Information (CORI) system before being approved.

Group Leader Signature: Cathy McChesney Date: 12/4/15

Principal Signature: [Signature] Date: 12/17/15

Recommended for FINAL Approval by SC  Not Recommended  More Information Required

Superintendent Signature: [Signature] Date: 1-7-15

Final Approval by SC  Final Approval Denied by SC  More Information Required

SC Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Hopkinton Public Schools  
Overnight Travel  
FINAL APPROVAL FORM



**Who must complete this form?** This form must be completed by a trip group leader to obtain final School Committee approval for an overnight travel program.

**When should this form be completed?** This form should be completed after initial School Committee approval has occurred and an itinerary, accommodations, fundraising (if applicable) and other logistics for the program have been completed. This is the final step in the overnight approval process.

**Final Approval Form Deadline:** All *Final Approval* forms should be completed four months prior to the travel

School: HS Study Tour Leader(s): Lauren Polansky

Grade Levels: 9-12 Course(s) or Club: \_\_\_\_\_

Destination: Belize

Date of Request: Jan. 2014/Dec. 2015 Departure Day & Date: Feb. 12<sup>th</sup> 2016

Number of Students: 21 Return Day & Date: Feb. 19<sup>th</sup> 2016

Cost of Program (per student): \$2824

Name of Travel Company Providing Tour Logistics: EF Tours

**Names of Chaperones:** All chaperones must have a CORI check. At least one chaperone must be CPR Certified.

Erica Wetterlow	
Liza Lyons	
Lauren Polansky →	1 am CPR certified.

**Specialized Information** - Please provide an overview of any unique aspects of this program such as student projects, guest speakers, activities, etc. associated with this program.

Experiential learning - school visit, survival skills in the outdoors, archaeologic tour to 3 Mayan ruins, visit & snorkel on the Belize Barrier Reef at Marine Hole Chan

*\*Overnight trips and out-of-state trips require School Committee Approval. Please allow additional time!*

*Revised 10/13*

Program Itinerary - *What key activities will students be participating in during the program? Attach supporting documents such as itinerary, accommodations, transportation, and other logistical information.*

*See attached itinerary*

**GROUP LEADER RESPONSIBILITIES:** As group leader, I understand that the following activities must be completed and confirmed at least 10 days prior to travel:

*Obtain Parent/Guardian signatures of Educational Tour, Travel, and Accommodations Form*

*Obtain Physician's Signature of Travel Release Form*

*Obtain Parent/Guardian signatures of Student Medical Information Form*

*Obtain Parent/Guardian signatures of Consent Form, Release from Liability & Indemnity Agreement*

*Conference with School Nurse regarding all participants and obtain Nurse's signature on Nurse Conference Form*

*If medications are to be administered, they will be administered in a manner consistent with the district's Distribution of Medication Policy JLCD.*

*At least one chaperone for the trip holds a current CPR certification consistent with the district's Cardio-Pulmonary Resuscitation & First Aid Policy JLCE.*

Chaperones must be cleared through the Massachusetts Criminal Offender Records Information (CORI) system before being approved.

Group Leader Signature: Lauren Polansky Date: 12/17/15

Principal Signature: [Signature] Date: 12/17/15

Recommended for FINAL Approval by SC  Not Recommended  More Information Required  
Superintendent Signature: C. MacLeod Date: 1-7-15

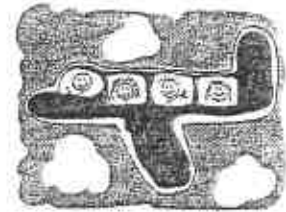
Final Approval by SC  Final Approval Denied by SC  More Information Required

SC Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_





Hopkinton Public Schools  
Overnight Travel  
FINAL APPROVAL FORM



**Who must complete this form?** This form must be completed by a trip group leader to obtain final School Committee approval for an overnight travel program.

**When should this form be completed?** This form should be completed after initial School Committee approval has occurred and an itinerary, accommodations, fundraising (if applicable) and other logistics for the program have been completed. This is the final step in the overnight approval process.

**Final Approval Form Deadline:** All *Final Approval* forms should be completed four months prior to the travel

School: Hopkinton High School Study Tour Leader(s): Shu-Lin Mueller

Grade Levels: 9-12 Course(s) or Club: World languages

Destination: China

Date of Request: 12-15-15 Departure Day & Date: April, 15

Number of Students: 41 Return Day & Date: April, 24

Cost of Program (per student): \$3840

Name of Travel Company Providing Tour Logistics: EF Educational Tours

**Names of Chaperones:** All chaperones must have a CORI check. At least one chaperone must be CPR Certified.

<u>Amy Longoria</u>	<u>Shu-Lin Mueller</u>
<u>Erica Wetterlow</u>	<u>Beth Longoria</u>
<u>Steven Spiegel</u>	<u>Joshua Hanna</u>

**Specialized Information** - Please provide an overview of any unique aspects of this program such as student projects, guest speakers, activities, etc. associated with this program:

Homestay with Students from Sister School to  
HHS in Pingxiang. (See attached itinerary)

---

---

---

*\*Overnight trips and out-of-state trips require School Committee Approval. Please allow additional time!*

Revised 10/13

Program Itinerary - *What key activities will students be participating in during the program? Attach supporting documents such as itinerary, accommodations, transportation, and other logistical information.*

*See attached.*

**GROUP LEADER RESPONSIBILITIES:** As group leader, I understand that the following activities must be completed and confirmed at least 10 days prior to travel:

*Obtain Parent/Guardian signatures of Educational Tour, Travel, and Accommodations Form*

*Obtain Physician's Signature of Travel Release Form*

*Obtain Parent/Guardian signatures of Student Medical Information Form*

*Obtain Parent/Guardian signatures of Consent Form, Release from Liability & Indemnity Agreement*

*Conference with School Nurse regarding all participants and obtain Nurse's signature on Nurse Conference Form*

*If medications are to be administered, they will be administered in a manner consistent with the district's Distribution of Medication Policy JLCD.*

*At least one chaperone for the trip holds a current CPR certification consistent with the district's Cardio-Pulmonary Resuscitation & First Aid Policy JLCE.*

Chaperones must be cleared through the Massachusetts Criminal Offender Records Information (CORI) system before being approved.

Group Leader Signature: [Signature] Date: 12/17/2015

Principal Signature: [Signature] Date: 12/17/15

Recommended for FINAL Approval by SC  Not Recommended  More Information Required

Superintendent Signature: [Signature] Date: 1-7-15

Final Approval by SC  Final Approval Denied by SC  More Information Required

SC Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## **Educational Tours**

November 30, 2015

Dear Educators,

Given the recent events in Paris we wanted to share with you our commitment to safety and also outline policy changes we have made in order to provide our students and teachers with more flexibility when planning their tours.

Our top priority at all times is the safety and security of our travelers. When any concerns over traveling arise we always encourage our travelers to work together as a group to decide their best course of action. To help facilitate these discussions we amended our policies so that any fees associated with cancellation would not increase between November 13, 2015 and December 31, 2015. The goal was to allow parents more time to consider their plans without fear of losing additional money. We have also issued amended deadlines for groups making decisions under our Peace of Mind policy. The many options offered through these policies reflect our investment in providing as much flexibility as possible for our teachers and students.

The following are answers to a few of the questions we have received from other groups:

***Will the recent events in Paris impact our upcoming tour?***

At this time we do not anticipate that any tours moving forward will be impacted in any material way. This is especially true for tours leaving in the spring or summer of 2016 or beyond. That being said, we will continue to closely monitor the situation along with the U.S. State Department and the staff in our Paris office and will make changes as necessary.

***What does the Worldwide Travel Alert that was issued mean for our tour?***

It is not uncommon for the State Department to issue a Travel Alert after major events such as the Paris attacks. In fact, this is the 5th Worldwide Travel Alert that the State Department has issued in the last 4 years - the most recent being December 2014 in response to the café shooting in Sydney Australia. The current alert advises that U.S. travelers exercise vigilance and be aware of their surroundings while traveling, however the alert does not discourage traveling in general.

***What is the difference between a Travel Alert and a Travel Warning?***

According to the U.S. State Department a Travel Warning is issued when they want you to consider whether or not to travel to a destination. A Travel Alert on the other hand is issued for information they believe you should know when planning to travel to a destination.



## **Educational Tours**

### ***What options do we have if we want to change our tour?***

We have our Peace of Mind policy just for this situation and it offers the following options on a group level:

- **Amend existing itinerary:** Travel on the same tour and date as scheduled, with the opportunity to revise specific cities visited. Subject to availability.
- **Postpone travel:** Travel on the same tour later in 2016. Travelers are responsible for additional costs based on the new departure date. Subject to availability.
- **Change destination:** Travel to a different destination in 2016. Travelers are responsible for additional costs based on new departure date and destination. Subject to availability.
- **Future Travel Voucher:** Receive a future travel voucher for all monies paid, less the \$95 non-refundable deposit and any non-refundable fees (such as insurance, late fees, etc). Travel vouchers are valid for the current and following travel year and are transferable at face value to members of the traveler's immediate family or to students and faculty of the traveler's school. Vouchers may be redeemed for travel with EF Educational Tours, EF College Study Tours, EF College Break, EF Explore America, or Go Ahead Tours.

### ***What should I say to parents who want a full refund?***

We provide groups with a variety of choices when it comes to their travel plans- even if that means we have to move destinations or departure dates at the last minute. Our Peace of Mind policy allows us to provide groups the option to change their tour, change their date or receive a future travel voucher. If an individual traveler does not wish to follow the group's decision they may choose to receive a standard refund as outlined in our cancellation policy.

### ***What if our 45 day deadline has passed or is coming up soon?***

For groups departing through December we are extending the same Peace of Mind options as above. Groups that are departing in January 2016 will have until December 15, 2015 to elect for any Peace of Mind options, and groups departing in February 2016 will have until January 8, 2016.

### ***What if something happens right before our tour or while we are on tour?***

Our extensive network of offices around the world means we are prepared to handle anything that might affect our tours, no matter how big or small. We also closely monitor the U.S. State Department and work with our local staff abroad to remain aware of any developments that could impact our travelers so we can make necessary changes. A few past examples include: when volcanic ash grounded all European airline travel we extended itineraries for multiple days until flights resumed; we've changed hotel locations and itineraries to avoid demonstrations in places like central Athens; even here in the U.S. we've had to reorganize groups to avoid riots in Baltimore. Immediately following the attacks on November 13th we made alternate arrangements for groups traveling in the next several weeks to substitute other locations for Paris.

We hope that you find this information helpful. As you discuss any aspect of your travel plans please do not hesitate to reach out to us if we can assist in any way.

Best Regards,

EF Educational Tours



## **Educational Tours**

November 24, 2015

### **Frequently Asked Questions Regarding the Worldwide Travel Alert**

#### ***What does the Travel Alert mean?***

It is not uncommon for the State Department to issue a Travel Alert after major events such as the Paris attacks. In fact, this is the 5th Worldwide Travel Alert which the State Department has issued in the last 4 years - the most recent being December 2014 in response to the café shooting in Sydney, Australia. This current alert advises that U.S. travelers exercise vigilance and be aware of their surroundings while traveling, however the current Travel Alert does not recommend against traveling in general.

#### ***What is the difference between a Travel Alert and a Travel Warning?***

According to the U.S. State Department a Travel Warning is issued when they want you to consider whether or not to travel to a destination. A Travel Alert, on the other hand, is issued for events they believe you should know when planning to travel to a destination.

#### ***Is our tour still running?***

Yes. At this time all tours are running as planned. That being said, we will of course continue to monitor the situation with the U.S. State Department and our local staff around the world and make any changes to itineraries if necessary.

#### ***What if my school or parents are concerned about traveling?***

Whether your group is traveling in the coming months or not until 2017, our recommendation is to see how the situation develops before making any decisions. To help our travelers, we are amending our policies so that any fees associated with cancellation will not increase between November 13, 2015 and December 31, 2015. This will allow parents more time to consider their decision without fear of losing additional money.

#### ***What options do I have if we want to change our tour?***

We have our Peace of Mind policy just for this situation. Up until 45 days before your tour, you have three options for your group: you can change the date of your tour; you can work with EF to amend your existing itinerary or change to a different tour; or you can choose to have each member of your group receive a future travel voucher.

(Please keep in mind that travelers will pay the program price based on the new tour and date you select. Additionally, future travel vouchers are issued in the amount of all monies paid to EF less any non-refundable items. For full details please review our Peace of Mind program terms and conditions at [eftours.com/bc](http://eftours.com/bc).)

#### ***What if our 45 day deadline has passed or is coming up soon?***

For groups departing through December we are extending the same Peace of Mind options as above. Groups that are departing in January 2016 will have until December 15, 2015 to elect for any Peace of Mind options, and groups departing in February 2016 will have until January 8, 2016.

#### ***What should I say to parents who want a full refund?***

The investment we have decided to make in our policies is to provide as much flexibility as possible to students and teachers traveling - even if that means we have to move destinations or departure dates at the last minute. This allows us to provide groups the option to change their tour, change their date or receive a future travel voucher.

#### ***What if something happens right before my tour or while we're on tour?***

Our top priority at all times is the safety and security of our travelers. Our extensive network of offices around the world means we're prepared to handle anything that might affect our tours, no matter how big or small.

A few past examples include: when volcanic ash grounded all European airline travel we extended itineraries for multiple days until flights resumed; we've changed hotel locations and itineraries to avoid demonstrations in places like central Athens; even here in the U.S. we've had to reorganize groups to avoid riots in Baltimore.

Please rest assured that we are able to make adjustments to your itinerary until the day you depart or even on-tour.

**Frequently asked questions about Paris**  
**November 16, 2016**

***What is EF doing in reaction to the events in Paris?***

For groups currently in France and traveling in the next two weeks, we are adapting itineraries to substitute other locations for Paris. We do not anticipate that there will be itinerary adjustments for groups traveling to Paris in December and beyond. We are closely monitoring the situation along with the U.S. State Department and the staff in our Paris office and will continue to make changes as necessary.

***What if my school or parents are concerned about traveling?***

Whether your group is traveling in the coming months or not until 2017, our recommendation is to see how the situation develops before making any decisions. To help our travelers, we are amending our policies so that any fees associated with cancellation will not increase between today and December 31, 2015. This will allow parents more time to consider their decision without fear of losing additional money.

***What options do I have if we want to change our tour?***

We have our Peace of Mind policy just for this situation. Up until 45 days before your tour, you have three options for your group: you can change the date of your tour; you can work with EF to amend your existing itinerary or change to a different tour; or you can choose to have each member of your group receive a future travel voucher.

(Please keep in mind that travelers will pay the program price based on the new tour and date you select. Additionally, future travel vouchers are issued in the amount of all monies paid to EF less any non-refundable items. For full details please review our Peace of Mind program terms and conditions at [eftours.com/bc](http://eftours.com/bc).)

***What if our 45 day deadline has passed or is coming up soon?***

For groups departing through December we are extending the same Peace of Mind options as above. Groups that are departing in January 2016 will have until December 15, 2015 to elect for any Peace of Mind options, and groups departing in February 2016 will have until January 8, 2016.

***What should I say to parents who want a full refund?***

The investment we have decided to make in our policies is to provide as much flexibility as possible to students and teachers traveling - even if that means we have to move destinations or departure dates at the last minute. This allows us to provide groups the option to change their tour, change their date or receive a future travel voucher.

***What if something happens right before my tour or while we're on tour?***

Our top priority at all times is the safety and security of our travelers. Our extensive network of offices around the world means we're prepared to handle anything that might affect our tours, no matter how big or small.

A few past examples include: when volcanic ash grounded all European airline travel we extended itineraries for multiple days until flights resumed; we've changed hotel locations and itineraries to avoid demonstrations in places like central Athens; even here in the U.S. we've had to reorganize groups to avoid riots in Baltimore.

Please rest assured that we are able to make adjustments to your itinerary until the day you depart or even on-tour.

JH

**HOPKINTON SCHOOL COMMITTEE POLICY**  
**STUDENT ATTENDANCE**

The Committee recognizes that regular and punctual school attendance is essential for success in school, and that the district shares responsibility with parents in ensuring that students attend school regularly in accordance with Massachusetts General Law. Parents or guardians are responsible for ensuring that their children attend school regularly and punctually, and the parents or guardians are responsible for reporting any absence of their child (Ch. 76 §1A). The school is responsible for inquiring about any unreported absences and notifying the parent or guardians of a student who has 5 or more unexcused absences in a school year (Ch. 76 §1A & 1B).

**Excused Absences or Tardiness**

Students may be excused from attending school or being tardy for the following reasons:

- Illness or quarantine,
- Bereavement or serious illness in the family,
- Weather so inclement as to endanger the child's health and safety,
- Observance of religious holidays in accordance with the family's religious beliefs,
- Other exceptional reasons with previous approval of the school's Principal.

As written in each school's handbook, parents shall provide an explanation for a child's absence or tardiness, either in writing or via telephone to the school nurse.

**Denial of School Attendance**

The following will be grounds for denying a student's attendance in the Hopkinton Public Schools:

- Previous graduation from high school or equivalent secondary school curriculum,
- Failure to meet age requirements for kindergarten entry (Policy JEB),
- Expulsion from another Massachusetts public school in the same school year,
- Residency outside of Hopkinton unless allowed under School Choice or in the case of international students, a proper visa,
- Failure to comply with Massachusetts' requirements for immunizations at ages set by the Department of Health,
- Failure to meet residency requirements of the Hopkinton Public Schools Admissions and Residency Policy (JF).

**Attendance Officer**

The school district employs an Attendance Officer consistent with the requirements of Ch. 76 §19. The Attendance Officer is required to investigate all cases brought to his/her attention by a Principal when a student fails to attend school regularly or is habitually tardy, or if a student's attendance could be denied based on the conditions listed above.

Jeannine Gilmore 12/22/15 1:36 PM

**Deleted:** Parents are responsible for ensuring that their children attend school regularly and punctually, and the school is responsible for notifying parents consistent with Ch. 76 §1A if their child is absent from school.



It is a crime for a responsible parent or guardian not to cause a child to attend school. If a child fails to attend school for seven full-day sessions or fourteen half-day sessions within any six-month period, the supervisor of attendance may file a complaint in court against the parent and/guardian who is responsible for the child.

The Attendance Officer will also determine if anyone has unlawfully induced a minor to be absent or truant from school and if so, bring this to the attention of the Superintendent who may bring charges under C. 76 §4.

First Reading	November 16, 2010, October 15, 2015
Second Reading	December 2, 2010
Third Reading	December 16, 2010
Adopted	December 16, 2010
Policy Amended	
Legal References	MGL 76:1; <del>76:1A</del> ; <del>76:1B</del> 76:4; 76:12; 76:12A; 76:12B; 76:16; 76:19; 76:20; 71:37H; 603 CMR 26:00
Policy Cross Reference	JF School Admissions and Residency Requirements JEB Requirements for School Entrance Student Handbooks
Procedure Reference	

## MEMORANDUM

**TO:** Cathy MacLeod  
Superintendent of Schools

**FROM:** Alan M. Keller  
Principal, Middle School

**DATE:** December 10, 2015

---

On behalf of Hopkinton Middle School, please accept the following check in the amount of \$380 to be deposited into the Middle School Gift Account #1239 for "The Sky's the Limit" Courtyard Project.

Spikeball	\$380.00
222 Merchandise Mart Plaza	
Ste 1212	
Chicago, IL 60654	
Hopkinton, MA 01748	



# Elmwood School

**To:** Dr. Cathy MacLeod  
**From:** Anne Carver  
**Date:** December 14, 2015  
**Re:** Gift Check from the Hopkinton Running Club

---

Elmwood School was given a gift check in the amount of \$500 from the Hopkinton Running Club to fund our Marathon Fitness Challenge Program. We are especially grateful to Mrs. Laura McKenzie who organized this contribution from the Running Club. Please present this check to the School Committee so we may have the funds placed into the Elmwood School Gift Account.

Respectfully,

Anne Carver, Interim Principal

cc: Jeannine Gilmore ✓  
Ralph Dumas  
Debbie Bartolomeo