

Minutes Approved – February 10, 2015
LEXINGTON SCHOOL COMMITTEE’S POLICY SUBCOMMITTEE MINUTES
Thursday, January 8, 2015
12:00 a.m.
LOCATION: Central Office, Lower Level Room 4A.

MINUTES

In attendance: Jim Hardy, Massachusetts Association of School Committees, Jessie Steigerwald and Judy Crocker.

12:29 p.m. Jessie Steigerwald called the meeting to order at 9:50 a.m. Minutes were taken by Jessie Steigerwald

Duxbury policy on gift giving can be useful reference

IB good

IC / ICA School Year / School Calendar

ID - Students who arrive early from Boston arrive by bus and the policy covers early arrivals not early dismissal

Note: check with Barbara Nobles to make sure this works for students who are residing in Boston

Students not admitted inside building until 15 minutes prior to start of school day. The policy captures the concern that it must be clear to the community that there should be no expectation of supervision before school begins.

IE Organization of Instruction

Delete * as the policy captures our configuration

IGA Curriculum development

We undertake 3 year reviews. Jim: LHS SBSC might look at course of study when principal sees need to add a particular program.

IGB Support Services Program

Assistant Superintendent of Curriculum and Instruction

Discussed IHA last meeting

IHA Basic Instructional Program

Sandro wanted to add: “Academic standards will be developed for CORE subjects of Mathematics, Science, Technology, History, and Social Science, English, Foreign Language and the Arts.”

Jim Hardy: Why this grouping? Social Science? Are there subjects missing? Health? Is this tied to Common Core?

Jessie & Judy: Will follow up with Sandro.

Class Size Policy / Guidelines

These are currently in teacher contract but not in a policy. Concerns have been expressed about putting them in a policy, but Jim Hardy notes that the contract language must be followed – as would a policy.

Jim Hardy: Will find appropriate coding for this and suggests including as policy. Section IIB is appropriate location.

Jim Hardy: Question in new IIB #4 – “Schedule will be done by School Council.” Is that true?

IHAE PHYSICAL EDUCATION

Judy Crocker: How is this monitored?

Jim Hardy: Policy strives to attempt to provide for all students, but probably impossible to schedule all high school students in PE in all quarters all four years.

IHAI Occupational Education

New for LHS

IHAM Health Education

Health here is in 6, 8 and 9 (check with Carol P.)

IHAM-R – Exemption

IHAMA

IHAMB – Covers e-cigarettes under tobacco

IHB – Special Instructional Programs and

(Check if there is an appendix request for this...)

IHBA – Programs for Students with Disabilities

No change

IHBAA Observations

Jim: Relatively new policy and is required

Judy: #12 – change “at the same time” to “simultaneously”

- change “also will” to “will also”

Jessie: If a parent would like to observe their child and their child is not being evaluated for Special Education services, how is that best handled?

Jim: Parents can make a request to observe. Policy is not required.

IHBD – Compensatory Education (Title I)

No change

IHBEA – English Language Learners

No change

IHBF – Homebound Instruction

Students were enrolled in your school – and can’t come in “due to physical injury, medical situation, or a severe emotional problem.”

Home bound instruction could include tutoring or on-line educational support, etc.

IHBG – Consideration of Home Schooling Requests Under MGL c. 76 Section 1

Lex version

IHBG – Home Schooling

MASC policy is preferred as School Committee has not been approving Home Schooling as a practice

SC could allow a home-school student to take some classes in LPS.

Question: Do LHS students have ability to take some

IHBGA – Delete as not legal

IHBH –Alternative School Programs

Jessie to go ask Minuteman Tech and Dr. Ash and David Horton about whether this would include Minuteman Tech – EDCO?

Jim: Could be school within a school – very structured day and located within specific space. More likely for students who have behavioral challenges.

IHCA – Summer Schools

Note: programs require approval by the School Committee

IHCFA – Extended Day Programs Policy

Need update information from Paul

II Application 4th paragraph, “Receipts from rental fees associated with Extended Day Programs will be used in a manner to be determined by the School Committee upon recommendation of the Superintendent.”

IIB Class Size Policy / Guidelines

These are currently in teacher contract but not in a policy. Concerns have been expressed about putting them in a policy, but Jim Hardy notes that the contract language must be followed – as would a policy.

Jim Hardy: Will find appropriate coding for this and suggests including as policy. Section IIB is appropriate location.

Jim Hardy: Question in new IIB #4 – “Schedule will be done by School Council.” Is that true?

IJ – Instructional Materials

IJ-R Reconsideration of Instructional Resources

IJJ – Textbook Selection and Adoption

IJK – Supplementary Materials Selection and Adoption

Delete - redundant

IJL – Library Materials Selection and Adoption

IJLA – Library Resources

IJM – Special Interest Materials Selection and Adoption

Jim: It is okay to weed out the library and make room for new items.

Sandro requested we change “unattractive” to “dated, worn or tattered”

IJM – delete – redundant

IJND – Curriculum and Instruction Access to Electronic Media
Jim strongly recommends adding this one

Jessie: Ask Paul and Margaret to ask Tom for comments

IJNDB –
We just did in 2010

IJNDB – delete the one page template

IJNDB-E-1
Guidelines is a form – delete from Policy Manual – belongs in the handbook...

IJNDB-E-2
Guideline is a form – delete from Policy Manual

IJNDB – E –
Form not necessary in manual

IJNDB-R
Add if Tech staff feels our five page policy does not cover.
Look at #9 = 15 days We are changing to 30 days.
We do not want anything on this list that we do not actually do.

IJNDC –
Jim recommends that we adopt this.
Jessie: Ask Dr. Ash to check with Tom.

IJOAFIELD TRIPS

We discussed at last meeting.

We still need to figure out this one. We added chaperone disclosures as E.
Keep Lexington 4-page version But add the JJH cross-references

Delete IJOA MASC version
Delete IJOA-1 MASC version

IJOAFIELD TRIPS

May need to add swimming pool language here as well.

IJOB Community Resource Persons/Speakers

IJOC School Volunteers

Volunteers must observe confidentiality

Judy & Jessie will work more.

IK Student Progress Reports to Parents/Guardians

3rd paragraph – add “parents will be notified in a timely fashion”

IKB – Homework

Jessie & Judy will review

IKE – Promotion and Retention

IKEB – Awarding of High School Credit to Eighth Graders

Delete

IKF – Graduation Requirements

Jessie will ask Paul to ask Laura

Add MASC requirements

Add Community Service requirements

IL – Evaluation of Instructional Programs

Add

ILD – Educational Research in the Lexington Public Schools

Change “directed to the Assistant Superintendent for Planning and Business” to “directed to the Superintendent or Designee”

ILD-R

Recommend delete.

IMA – Teaching Activities / Presentations

To promote the dignity of all individuals, staff shall be culturally aware, sensitive to different viewpoints and backgrounds, and shall guard against bias.

IMB – Teaching About Controversial Issues/Controversial Speakers

Colleagues – check to see if you want to keep this – it is covered above.

IMD – School Ceremonies and Observances

Colleagues – please note the third paragraph.

IMDC – Religion In The Lexington Public Schools

Delete (see IMD instead)

IMG – Animals in Schools Policy

Passed 2011

Judy: Properties shared with recreational uses after school.

Recommend changing to next MASC version

IMG – Animals in Schools – MASC version

Change “No animals shall be brought to school without prior permission of the building Principal.”

to

“No animal shall be brought onto Lexington Public School property without prior permission of a building Principal.”

From last meeting...

1. Section J: Students

Jim Hardy, our consultant from Massachusetts Association of School Committees, sent Section J to us on November 26th. This is our first discussion of policies included in Section J. This is a lengthy section and we will begin with a discussion of process and timing. Dr. Ash has been sent Section J and will review policies with appropriate staff members to include their comments. That discussion will take place at a future meeting.

JB EQUAL EDUCATIONAL OPPORTUNITIES (MASC)

Picking MASC version.

Judy Crocker: We are covered with staff language in earlier section, using MASC version focuses on students.

Jim Hardy: Adding “homeless status” after national origin.

JBA STUDENT-TO-STUDENT HARASSMENT

Add Lexington in first sentence.

Flag: admin. guidelines for this should be in the appendix section.

Question for Paul/ Jennifer Wolfrum: what is the current harassment language that students might be using when they respond to YBRSurvey and report harassment?

JC ATTENDANCE AREAS

Judy: Add current district map to appendix with date?

Jim Hardy: Maps are too small when you shrink to 8.5 x 11”

Judy: Is this where we add information about core values in assigning attendance?

Add to MASC JC: core values around assigning attendance areas – will send

JCA ASSIGNMENT OF STUDENTS TO SCHOOLS

JECC – Judy’s policy...

JJCF STUDENT ACTIVITIES.

Judy Crocker – We are reviewing school building procedures to share new Estabrook space with town. Where will this be?

JCAC STUDENT TRANSFER POLICY

JGS Recommend delete unless Dr. Ash request keeping it

JF – School Admissions

Change “guardianship” to “guardian”

JFAB – Non-Resident Students

Delete

JFABB –

Delete

JFABC – Admission of Transfer Students

MASC version recognizes all students which is our preference

JFABD – Homelessness Policy

Prefer Lexington.

But change Title “Homeless Students: Enrollment Rights and Services”

JFABD –

Delete MASC policy - keep the title

JFBB –

Delete – not our practice

JFBB-1

This is Lexington’s policy.

JH – Send updated Lexington Absence / Attendance to Jim

JHD

JIB – Up to five – this is the statutory language. Advised to have up to five students to allow student voices at the table. Students can rotate, or all attend. There would be a chair of that committee. We now have a rep, not a committee. We can comply with state regulation by expanding to five members that would allow the five to select their own Chair.

JIC – Conduct and Discipline Policy

Delete Lexington version from 1994

JIC – Recommend MASC version as it includes

Six pages which meets all statutory requirements –

The version sent to us by Stoneman Chandler and Miller does not include all required elements. The updated July 2014 version is longer, but MASC believes we are required to have all elements and we recommend adopting MASC’s version

We added three small edits. A period at end of sentence. A parenthetical on page six (second paragraph at end, add DESE in parenthesis).

JICA – Student Dress Code
Recommend new policy

JICC – Student Conduct on School Bus
Add new paragraph two. “To ride the bus, students and their parent/guardians must acknowledge receipt of all school bus rules, and agree in writing using the provided form, to follow the published rules.”

JICE – Student Publications

Judy Crocker referred to the December 2014 LHS Musket and asked whether the Musket’s language works.

Jessie: Alert LHS / Musket to please update language.
New: Superintendent will establish guidelines

JICF – Gang Activity / Secret Societies
Adopt

JICFA
Keep

JICFA-E
Delete LEx

JICFA – E
Keep MASC

JICFB Bullying Prevention
Jessie: Note to request an annual update on bullying

JICG – Tobacco Use By Students
Adopt

JICH – Drug and Alcohol Policy
Leave LHS handbook as is.

Adopt MASC JICH – as town-wide version

JIE – Pregnant Students
Adopt

JIIH Searches and Interrogations
Adopt MASC

JII Student Complaints and Grievances
Adopt MASC

Note that Stoneman Chandler & Miller deleted a sentence – but MASC notes that this sentence aligns with JII and provides necessary guidance for any appeal.

JJ – Co-Curricular and Extracurricular Activities
Will pick up here...

JK – Student Conduct
Reviewed with Jim to keep the ch. 222 policies aligned.
Join 3rd and 4th paragraphs together.

“to adopt written policies ... consistent with *the* law”
Jim recommends delete the word “the” as there are multiple laws relating to conduct and we are not trying to refer to one specific law or regulation.

K & L
After we update – then we allow time for full SC to catch up on the sections. We can work on any outstanding policies.

Meeting was adjourned at 3:10 p.m.