

Lexington School Committee's Policy Manual Subcommittee
October 8, 2015 at 9:30am
Conference Room
Central Office, 146 Maple Street

Attendance: Subcommittee members Judy Crocker Chair, Margaret Coppe, Superintendent Dr. Czajkowski
Ms. Crocker called the meeting to order at 9:40 a.m.

1. Discussion with Dr. Czajkowski about how to proceed on reviewing policies with staff. After she is notified of a policy for review, she will pass it on to appropriate staff and then to the policy manual subcommittee.

The Guidance Policy, JLD, will be sent to Valerie Viscosi, Director of Counseling for review.

Discussion of which policies to be shared with administrative staff this year.

They are:

AC – Nondiscrimination

ACAB – Sexual discrimination

ACE – Nondiscrimination of the Basis of Handicap

AD – Mission/Vision Statement

ADF – Wellness Policy

ADF-R – Wellness Policy Implementation Guidelines

BCE – School Committee Member Ethics

BDFA – School Councils Policy

BDFA-E-1 -School Improvement Plan

BDFA-E-2 -Submission and Approval of the School Improvement Plan

BHC – School Committee-Staff Communications

CCB – Line and Staff Relations

CH – Policy Implementation

CHCA – Approval of Handbooks and Directives

DJ – Purchasing

DO – Scholarships and Award Funds

DO-E-1 - Vote Authorizing Acceptance of Scholarship or Awards of \$5000 or Greater

DO-E-2 - Blanket Acceptance of Scholarships or Awards of Less Than \$5000

DO-E-3 - Scholarship/Award Gift to Town of Lexington

DO-E-4 - Scholarship/Award Summary

ECAA – Security Camera Policy

EEAC – Traffic Safety and Mitigation

EEAG – Student Transportation in Private Vehicles

EEAJ – Motor Vehicle Idling on School Grounds

EFC/EFD - Meal Charge Policy

GBEA – Staff Ethics/Conflict of Interest

GBEB – Staff Conduct

GBEBC - Gifts to and Solicitations by Staff

GBJ – Personnel Records

GBK – Staff Complaints and Grievances

GCF – Professional Staff Hiring
GCQF – Suspension and Dismissal of Professional Staff

IHAM-R - Health Education (Exemption Procedure)
IHAMA – Parental Notification Relative to Sex Education
IHBAA – Observations of special education Programs
IHCFA – Extended Day Programs Policy
IJJ – Textbook Selection and Adoption
IJND – Curriculum and Instruction (Access to Electronic Media)
IJNDB – Standards for the Acceptable Use of Technology in the Lexington Public Schools
IJNDB-R - Acceptable Use Policy – Technology (Administrative Procedures for Implementation)
IJNDC – School and District Webpage
IJNDC-R - Web Site Standards
IJNDD – Policy on Use of Social Media Sites
IJOA – Field Trips
IKB – Homework Policy
IMG – Animals in School

JBA – Student –To-Student Harassment
JCAA – Redistricting
JCAC – Student Transfer Policy
JIC – Student Discipline
JICFA-R - Hazing
JICFB – Bullying Prevention and Intervention Plan Policy
JIH – Searches and Interrogations
JJH-R - Student Travel Regulations
JKF – Disciplining Students with Special Needs Policy
JLCEA – Life Threatening Allergies Policy
JLDBA – Policy-Suicide Response
JLDBD – Child Abuse and Neglect Policy
JRA-R - Student Records

KBBA – Non-Custodial Parents’ Rights
KHA – Public Solicitations in the Schools

In addition, MASC suggested that the superintendent review the following policies:

CE—Organizational Chart
GCBB—Employment of Principals (hold)
IC/ICA –Holidays/Calendar (hold)
IIB—Class size
IHFCA—Extended Day Programs (hold)
IKF—Graduation Requirements
JECC—Buffer zones
JEDAA—Religious Absence
JFAB—Non-residency
JJF—Student Activities (hold)
JKAA—Restraint of students (hold)
Policies on police and security

The subcommittee requested the policies that Human Resources gives to all new employees as well as those reviewed annually with all staff. A Personnel Policy Handbook was discussed.

2. The Lexington Policy hold list:
 - GCBB—Employment of principals (input from superintendent)
 - IC/ICA—Holidays (need more information)
 - IHFCA—Extended Day programs (rewording, new amendment)
 - IKF—Graduation requirements (input from Lexington High School principal)
 - JJF—Student Activities (need more information)
 - JKAA-- Restraint of students (wait on state regulations)
3. Policy Manual Review Schedule (*subject to change*)
 - FY 2016 B, C, F, G
 - FY 2017 D, E, J, K
 - FY 2018 A, I, H, L

In addition, the following policies need review this year: homework and graduation requirements
And these need annual review:
JEDAA—(Do not have name)
JKAA—Restraint of students
JKF—Discipline of Special Needs Students
ADF—Wellness
Technologies—
CE—Organizational Chart
ACAB—Sexual discrimination
4. LPS Website—SC Manual Layout
Policies A through G have been uploaded. The old policies have been deleted.
5. Minutes from September 8, 2015 approved unanimously.
6. The next meeting of the subcommittee will be November 17, 2015 at 10:30 a.m.
Agenda items for the November meeting:
 - New MASC policies
 - Guidance—JLD
 - Section B

The meeting adjourned at 11:30 a.m.

Respectfully submitted,

Margaret Coppe