

**POLICY COMMITTEE
MEETING
AGENDA**

January 4, 2023 3:15 pm

Location: Wm. Jordan Conference Room, Town Hall 320 Ocean House Ave., Cape Elizabeth

HYBRID MEETING, [ZOOM LINK TO JOIN](#)

Committee Members present:

Others present:

Committee Norms

- Be respectful
- Share the air
- Aim for consensus
- Aim to conclude at set time (1 hour)
- Reach consensus on policy revision prior to moving the policy to the School Board for readings and approval.

Review committee meeting times

Old Business

- [ACAA-R](#) - Student Discrimination/Harassment and Title IX Sexual Harassment Complaint Procedures
- [ACAB-R](#) - Employee Discrimination/Harassment and Title IX Sexual Harassment Complaint Procedures
- [BDE-R](#) - Standing Committee Operating Procedures

In discussion with Charlotte Bates, MSMA Policy Director, a vote of approval of procedures that are specific to the operation of the Board is appropriate and suggested.

- [BED](#) - Remote Participation

Policy BED was adopted by the Board in September 2021 in response to the pandemic, allowing remote participation in limited and specific circumstances. Recent changes to statute removed the required expectation that School Board meetings are to be held in person except in specific allowable situations. The Committee supports in-person meetings and participation of its members when practicable and recommends removing language that limits circumstances to those adopted in the early days of the pandemic. No comments or suggestions have been received.

New Business

- [Proposed Draft IMGB](#) - Therapy Dogs and Other Therapy Animals

Recently the Superintendent has received a request from staff to bring certified therapy dogs to school as a resource for students. Since the Board does not currently have a policy to guide this provision, it is recommended that the Board consider development and adoption.

- [IMG](#) - Animals in Schools

The policy was last reviewed in 2014.

- [ACAC](#) - Service Animals in the Schools
 - MSMA [IMGA](#) - Service Animals in Schools

ACAC was last reviewed in 2012.

- [GBN](#) - Family Medical Leave

Although just recently reviewed, this policy requires updates to address the provisions of L.D. 912, *An Act to Extend Family Medical Leave to Hourly School Employees*, effective August 8, 2022. The revisions to this law extend the eligibility for federal FMLA benefits to school employees who have worked at least 900 hours in the previous 12 months.

- [MSMA GBN](#)
- [GBO](#) - Family Care Leave
 - [MSMA GBO](#)

Updates to Maine's "Act to Care for Families" necessitates updates to the policy.

Other

Policies for upcoming review:

- [ADC](#) - Smoking & Possession of Tobacco Products/Electronic Smoking Devices
- [IICH](#) - Student Use of Alcohol, Drugs, Tobacco and Other Prohibited Substances
- [IICH-R](#) - Student Use of Alcohol, Drugs, Tobacco and Other Prohibited Substances Procedure
- [III](#) - High School Co-Curricular and Extracurricular Activities Eligibility and Code of Conduct
- Public Information Program Policy

Given the change in law and Policy BHC, the Committee will consider development of policy to address public communication and information. MSMA has sample policy to guide the discussion and to assist in determining if policy development is recommended. ([KDA](#) - Public Information Program) The committee will revisit this policy at an upcoming meeting.

Adjourn Meeting Time:

Next Meeting:

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Policies in need of review/development

- ACAC - Service Animals in the Schools
- [ACAD](#) - Hazing
- [ADC](#) - Smoking & Possession of Tobacco Products/Electronic Smoking Devices
- [BBAA](#) - School Board Powers and Responsibilities (Update needed)
- [Administration of Naloxone \(Narcan\) in Schools](#)
- Use of Social Media
- [DJ/DJ-R](#) - Bidding Purchasing Requirements (We have this under DJE)
- [DJH](#) - Purchasing and Contracting: Procurement Staff Code of Conduct
- [EBCA](#) - Comprehensive Health and Safety Emergency and Management Plan - 2/23
- [ECB](#) - Pest Management
- [EEAEEA/EEAEEA-R](#) - Drug and Alcohol Testing of School Bus Drivers/Procedures 2/23
- [GBN](#) - Family Medical Leave
- [GBO](#) - Family Care Leave
- [GCSA/GCSA-R](#) - Employee Computer and Internet Use/Procedure
- [IGA](#) - Curriculum Development
- [IHBAK](#) - Life Sustaining Emergency Care
- [IHBG](#) - Home Instruction Program
- [IHBGA](#) - Home Schooling - Participation in School Programs
- [IHCDA](#) - Post-Secondary Enrollment Options
- [IJI](#) - Selection of Educational Material
- [IJNDB/IJNDB-R](#) - Student Computer and Internet Use/Procedure
- [IKE](#) - Promotion, Retention, & Acceleration of Students/Progress Through Grades
- [IMG](#) - Animals in Schools
- [IMGA](#) - Service Animals in Schools- MSMA
- [IMBG](#) - Therapy Dogs and other animals in Schools - Gorham School Dept.
- [IEA](#) - Compulsory Student Attendance
- JHD - Suspension of Students
- [IIC](#) - System-Wide Student Code of Conduct
- [IICH](#) - Drug and Alcohol Use
- [IICIA](#) - Weapons, Violence and School Safety
- [IICK](#) - Bullying and Cyberbullying in Schools (MSMA Sample)
- [IJIF](#) - Management of Concussions and Other Head Injuries
- [IKE](#) - Expulsion of Students
- JKE-R - Expulsion Guidelines
- [IKF](#) - Disciplinary Removal of Students with Disabilities
- [IKF-R](#) - Disciplinary Removal of Students with Disabilities Administrative Procedure
- [JLCB](#) - Immunization of Students
- [JLCC](#) - Communicable/Infectious Diseases
- [JLCD](#) - Administering Medications to Students
- [JLCDA - MSMA](#) - Medical Marijuana in Schools
- [JLDBG](#) - Reintegration of Juveniles from Correctional Facilities

- [JLF](#) - Child Abuse Reporting, Prevention, and Education
- [JRA](#) - Student Records and Information
- [KBF](#) - Parent Involvement with Title I
- [KDA](#) - Public Information Program