

**POLICY COMMITTEE
MEETING
AGENDA**

February 1, 2022 5:30 pm

Location: The meeting will be held remotely. Access through [Zoom link](#)

Committee Members present:

Others present:

Old Business

- [BG](#) - School Board Policies
 - [BG-R](#) - Policy Adoption and Amendment Procedure

For greater clarity and efficiency, procedural language was moved into BG-R. Policy language recommended in MSMA Sample Policy BG and Procedure BG-R was added to the policy draft. First Reading of the policy took place at the January 11, 2022 School Board meeting.

- [EEBB](#) - Use of Private Vehicles for School Business

The Committee adopted [Drummond-Woodsum](#)'s recommended policy language, allowing students to be transported by school personnel, students, parents and volunteers with prior approval from the Superintendent. First Reading of the policy took place at the January 11, 2022 School Board meeting.

- [BBAB](#) - Student School Board Representative
 - [BBAB-R](#) - Student School Board Representative Policy Guidelines
 - Other samples here

The Committee will review the policy and procedure regarding the student representatives selection and responsibilities. A sample policy and procedure is included to assist discussion. Mr. Springer and current student school board representatives will be in attendance to support the discussion.

New Business

- [AC](#) - Nondiscrimination/Equal Opportunity and Affirmative Action
- [ACAB](#) - Employee Discrimination/Harassment and Title IX Sexual Harassment
- [ACAB-R](#) - Employee Discrimination/Harassment and Title IX Sexual Harassment Complaint Procedures

Although these three policies/policy procedures were recently substantially revised (9/8/2020), addition of "familial status" as a protected category for employees under the Maine Human Rights Act, effective 10/18/21, is needed.

Employee forms and notices have been updated to reflect this change. Cross referenced policies were updated to include recently approved GBGB - Workplace Bullying.

Other

- Policy Committee Working Norms
- Informing the Board of the Review of process
- Meetings schedule

Adjourn Meeting Time:

Next Meeting:

CAPE ELIZABETH SCHOOL DEPARTMENT

Policies in need of review/development

- [BCC](#) - Nepotism [MSMA BCC](#)
- [BCB](#) - Board Member Conflict of Interest [MSMA BCB](#)
- [BHC](#) - Board Communication with Staff
- [BBAB-R](#) - Student School Board Representative - January
- [BHC](#) - Board Communication
- [Administration of Naloxone \(Narcan\) in Schools](#)
- Use of Social Media
- [KDA](#) - Public Information Program
- [AC](#) - Nondiscrimination/Equal Opportunity and Affirmative Action
- [ACAB](#) - Harassment and Sexual Harassment of Employees
- [ACAB-R](#) - Employee Nondiscrimination/Harassment Complaint Procedure
- [ACAD](#) - Hazing
- [ADC](#) - Smoking & Possession of Tobacco Products/Electronic Smoking Devices
- [BED](#) - Remote Participation in Board Meetings
- [DJ/DJ-R](#) - Bidding Purchasing Requirements (We have this under DJE)
- [GBN](#) - Family and Medical Leave ADD: [GBN-R1](#) [GBN-R2](#)
- [GCFB/GCFB-R](#) - Recruiting and Hiring of Administrative Staff/Procedures
- [GCSA/GCSA-R](#) - Employee Computer and Internet Use/Procedure
- [IJNDB/IJNDB-R](#) - Student Computer and Internet Use/Procedure
- [JEA](#) - Compulsory Student Attendance
- [JIC](#) - System-Wide Student Code of Conduct
- [JICIA](#) - Weapons, Violence and School Safety
- [JK](#) - Student Discipline
- [JLCB](#) - Immunization of Students
- [JLCD](#) - Administering Medications to Students
- [JLF](#) - Child Abuse Reporting, Prevention, and Education
- [KBF](#) - Parent Involvement with Title I
- [JKE](#) - Disciplinary Removal of Students with Disabilities
- [JIIF](#) - Management of Concussions and Other Head Injuries
- [JLCC](#) - Communicable/Infectious Diseases
- [EEAEEA/EEAEEA-R](#) - Drug and Alcohol Testing of School Bus Drivers/Procedures
- JLDA - Wellness (ours is [JL](#) - Student Wellness)
- [DIH](#) - Purchasing and Contracting: Procurement Staff Code of Conduct
- [ECB](#) - Pest Management
- [IHBAA](#) - Referral and General Education Interventions
- [IHBG](#) - Home Instruction Program
- [IHBGA](#) - Home Schooling - Participation in School Programs
- [JRA](#) - Student Records and Information
- [JICH](#) - Drug and Alcohol Use
- [JICK](#) - Bullying and Cyberbullying in Schools (MSMA Sample)
- [JII](#) - Selection of Educational Material
- [IHCDA](#) - Post-Secondary Enrollment Options
- IKE - Promotion, Retention, & Acceleration of Students/Progress Through Grades