

**POLICY COMMITTEE
MEETING
AGENDA**

February 15, 2023 4:00 pm

Location: Assistant Superintendent's Office, 2nd FL, Town Hall 320 Ocean House Ave., Cape Elizabeth

Committee Members present: Kathleen Curry-Sparks, Chair; Caitlin Sweet

Others present: Michelle McClellan, Assistant Superintendent

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.

Old Business

- [Proposed Draft IMGB](#) - Therapy Dogs and Other Therapy Animals
- [IMG](#) - Animals in Schools
- [ACAC](#) - Service Animals in the Schools

Minutes:

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. Committee members had extensive discussion about the benefits and risks associated with animals in the schools and support developing and adjusting our policies to allow for this practice while ensuring the safety of students - both physically and emotionally. The Policy Committee recommends adoption of Policy IMGB into the policy manual and made changes to align language in Policy IMG.

Action:

Move Policies IMGB, IMG and ACAC to the February 14, 2023 agenda of the School Board Regular Business Meeting for First Reading.

- [GBN](#) - Family Medical Leave

Minutes:

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. The policy went before the School Board at the January 10th Regular Business Meeting for first reading. No comments have been received.

Action:

Move Policy GBN to the February 14, 2023 agenda of the School Board Regular Business Meeting for Second Reading and Approval.

- [GBQ](#) - Family Care Leave

Updates to Maine's "Act to Care for Families" necessitates updates to the policy. The policy went before the School Board at the January 10th Regular Business Meeting for first reading. No comments have been received.

Action:

Move Policy GBO to the February 14, 2023 agenda of the School Board Regular Business Meeting for Second Reading and Approval.

New Business

None

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: February 15, 2023

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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)
- [DIH](#) - 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
- [IHBK](#) - Life Sustaining Emergency Care
- [IHBG](#) - Home Instruction Program
- [IHBGA](#) - Home Schooling - Participation in School Programs
- [IHCDA](#) - Post-Secondary Enrollment Options
- [III](#) - Selection of Educational Material
- [IINDB/IINDB-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)
- [IIIF](#) - Management of Concussions and Other Head Injuries
- [JKE](#) - Expulsion of Students
- JKE-R - Expulsion Guidelines
- [JKE](#) - Disciplinary Removal of Students with Disabilities
- [JKE-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