

MASC Policy Newsletter

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June 2017

This policy newsletter will cover a number of topics. Most individual policy changes are posted as Word documents on the “Updated/New Policies” page on the MASC website and in the MASC Policy Reference Manual which is also available on the MASC website.

Updated MASC Policy Reference Manual

Just as School Committees should do, the MASC Field Staff spent considerable time over the last year reviewing and updating the MASC Policy Reference Manual. The changes are detailed below and **copies of these updated policies are available in the Online Policy Reference Manual on the MASC website**. Many of these changes, especially those that say “updated language”, are cleaning up grammar, adding or changing legal references and cross references or other minor edits. You can cut and paste individual policies from the Online Reference Manual and to share individual policies for review with subcommittee members, administrators, or others you can hyperlink to individual policies by clicking on the globe at the top of each policy page.

Policies we have removed from the Reference Manual

MASC staff have found the following policies to be redundant or unnecessary and we have removed them from our reference manual:

DJG –Vendor Relations

H- Negotiations

IHAE – Physical Education (requirements are included in ADF – Wellness)

IJJ – Textbook Selection (included in IJ - Instructional Materials)

IJK – Supplementary Materials (see IJJ)

IJM – Special Interest Materials (see IJJ)

JBA – Student-to-Student Harassment (included in JICFB – Bullying Prevention)

JICG – Tobacco (included in JICH – Alcohol, Tobacco, and Drug Use Prohibited)

JRA-R – Regulations on student records (these are available on the DESE website)

KEB – Complaints about School Personnel (incorporated into other policies)

KEB-R Complaints about School Personnel (incorporated into other policies)

KEC – Complaints about Materials (included in KE – Public Complaints)

KJA – Relations with Boosters (included in KBE - Relations With Parent Organizations)

Policies you should review

MASC has made changes to the following policies. Some of these changes are a result of legal changes, changes in practice, or simply an updating of language to reflect more modern needs. Many of these changes are very minor and will not require a change at the local level.

The policies are in order alphabetically by section:

ACE – Nondiscrimination on the Basis of Disability – We changed the word “handicap” to “disability” throughout the policy.

ADC – Tobacco – We have updated the definitions to reflect changes in both state and federal laws and regulations and incorporate new technologies (E-cigarettes and vaping).

BBA – School Committee Powers and Duties – The language has been updated to include appropriate Personnel roles.

BBBA/BBBB – School Committee Qualifications – Updated to include statutory requirements for Open Meeting Law and Conflict of Interest Law.

BDD – School Committee – Superintendent Relationship – Updated language.

BDE - Subcommittees – Updated to reflect new Open Meeting Law requirements

BDF - Advisory Committees - Updated to reflect new Open Meeting Law requirements

BEDA – Notice – Updated to reflect new Open Meeting Law requirements

BEDB – Agenda Format - Updated to reflect new Open Meeting Law requirements

BEDH – Public Comment at Meetings – Updated title to replace participation with comment.

BHE – Electronic Messaging – Updated to include newer messaging technologies

BIA – New School Committee Member Orientation – Updated language

BIBA – School Committee Conferences – Updated language

CB – School Superintendent – Updated language

CBD – Superintendent’s Contract – Updated language

CBI – Superintendent Evaluation – Updated to align with new evaluation process

CE – Administrative Councils – Updated language

CH – Policy Implementation - Updated language

CHA – Development of Procedures - Updated language

CHC – Procedure Dissemination - Updated language

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DB – Annual Budget - Updated language

DBC – Budget Deadlines - Updated and streamlined language

DBD – Budget Planning - Updated language

DBJ – Budget Transfer Authority – Updated to reflect best practices

DD – Funding Proposals and Applications - Updated language

DGA – Authorized Signatures – Updated to reflect best practices

DJE – Procurement Requirements – This policy has been updated to reflect changes in law in both 2016 and early 2017 specifically changing the dollar threshold for requiring bids. Before changing your local policy, you should ensure your local Charter doesn't have differing requirements.

DK – Payment Procedures – Updated Language

DKC – Expense Reimbursement – Updated to reflect best practices

EB – Safety Program – Updated Language

EBB – First Aid – Updated to reflect best practices

EC – Buildings and Grounds Management – Updated language

ECA – Buildings and Grounds Security – Updated language

EDC – Authorized use of School Owned Materials – Updated language

EEAA – Walkers and Riders – Updated language

EEAEA – Bus Driver Examination and training – Updated language

EFC – Free and Reduced Price Food Services – Updated language

FA – Facilities Development Goals – Updates to align with MSBA regulations

FF – Naming Facilities – Updated to reflect best practices

FFA – Memorials – added new policy to reflect best practices

GBA – Equal Employment Opportunity – Updated to reflect best employment practices

GBEA – Staff Ethics – Updated to reflect changes in Conflict Laws

GBEB – Staff Conduct – Updated language

GBED – Staff Tobacco – Updated definitions for new technologies

GBGB – Staff Personal Security – Updated language and changed code from GCCD

GBGE – Domestic Violence Leave - Updated language and changed code from GCCC

GBGF – Family and Medical Leave – Updated language

GBI – Staff Participation in Political Activities – Updated language

GBK – Staff Complaints and Grievances – Updated language

GCBA – Professional Staff Salary Schedules – Updated language

GCBB – Employment of Principals – Updated language

GCBC – Professional Staff Supplementary Pay Plans – Updated language

GCE – Professional Staff Recruiting – Updated language

GCF – Professional Staff Hiring – Updated language

GCJ – Professional Teacher Status – Updated language

GCQF – Suspension and Dismissal of Professional Staff – Updated language

GDO – Evaluation of Support Staff – Updated for best practices

GDQD – Suspension and Dismissal of Support Staff – Updated language

IB – Academic Freedom – Updated language

IC/ICA – School Year/School Calendar – Updated language

ID - School Day – Updated language

IE – Organization of Instruction – Updated language

IGB – Support Services Programs – Updated to align with best practices

IHA – Basic Instructional Program – Updated language

IHAJ – Occupational Education – Updated language

IHAM – Health Education – Update language

IHAMA – Parental Notification Sex Education – codification repair

IHB – Special Education – Updated language

IHBEA – English Language Learners – Updated language

IHBH – Alternative School Programs – Updated language

IJ – Instructional Materials – Updated and consolidated with other similar policies (see deletion list)

IJLA – Library Resources – Updated language

IJNDD – Social Media – Updated language to include new technologies

IJOA – Field Trips – Updated for best practices

IJOB – Community Resources – Updated language

IK – Student Progress Reports – Updated language

IKF – Graduation Requirements – Updated to reflect MASS Core

IMG – Animals in Schools – Updated language

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JCA – Assignment of Students to School – Updated for best practices

JEB – Entrance Age – Updated for best practices

JFBB – School Choice – Updated language

JHD – Exclusions and Exemptions from School – Updated to reflect change in law

JICH – Alcohol Drugs and Tobacco – Updated to consolidate JICG and update definitions

JII – Student Complaints and Grievances – Updated language

JJE – Fundraising – Updated for best practices

JJH-R – Travel Regulations – Updated to reflect change in background checks

JLCB – Inoculation of Students – Updated to reflect changing DPH requirements

JLCC – Communicable Diseases – Updated language

JLCD – Administration of Medication – Updated to reflect best practices and legal changes

JQ – Student Fees, Fines, and Charges – Updated to reflect DESE legal guidance

KBBA – Non-Custodial Parents’ rights - Updated language

KBE – Relations with parent/booster organizations – Updated language to include KJA

KCD – Public Gifts to Schools – Updated language

KDB – Public’s right to know – Updated to reflect new public records requirements

KDD – News Media / News Releases – Updated language

KE – Public Complaints – Updated for language and to incorporate KEB, KEB-R, KEC

KHB – Advertising in Schools – Updated for language and best practices

KI – Visitors to School – Updated language

LDA – Student Teaching and Internships – Updated language.