

The following items will be discussed at the meeting of the Standing Committee on Governance and Employee Issues to be held on Monday, November 19, 2018 at 5:00 p.m. in Room 410 at the Durkin Administration Building:

gb #5-207 - Mr. Monfredo/Mr. O'Connell/Miss Biancheria (August 7, 2015)

Request that the Worcester Public Schools consider sharing information regarding the National Attendance Awareness Month movement sponsored by 40 national partners.

gb #6-36 - Mr. O'Connell/Mr. Monfredo/Miss McCullough (January 11, 2016)

To establish a Special Committee, consisting of at least three School Committee members, to continue the review of policies proposed for the Worcester Public Schools by the Massachusetts Association of School Committees.

gb #6-39 - Mr. O'Connell/Mr. Monfredo/Miss Biancheria/Ms. Colorio/Miss McCullough (January 11, 2016)

To review the Every Student Succeeds Act, to address its impact on the Worcester Public Schools, and to consider any options which it provides to states and school districts to modify current practices and to reduce present testing, record-keeping and reporting requirements.

gb #6-307 - Miss McCullough/Mr. O'Connell/Mr. Monfredo/Ms. Colorio/Miss Biancheria (September 7, 2016)

Request that the Administration provide options for teaching responsible cell phone and social media use for middle and high school students.

gb #8-34 - Administration (January 19, 2018)

To consider approval of the 2018-19 Policies Handbook of the Worcester Public Schools.

gb #8-154 - Mr. O'Connell/Miss Biancheria/Mr. Comparetto/Mr. Foley/Miss McCullough/Mr. Monfredo(May 1, 2018)

To establish an English Learner Parent Advisory Council, in compliance with Section 56 of Chapter 138 of the Acts of 2017 ("An Act Relative to Language Opportunity for our Kids").

gb #8-174 - Miss McCullough/Miss Biancheria/Mr. Foley/Mr. Monfredo (May 15, 2018)

Request that the Administration review the overall Dress Code Policy and update it, if appropriate.

gb #8-215 - Administration (June 27, 2018)

To consider approval of the following MASC policies to be included in the Policy Manual:

- Online Fundraising and Solicitation-Crowdfunding Policy
 - Section **GBEBD**
- Student Submission to Educational Surveys and Research
 - Section **ILD**

gb #8-245 - Administration (August 14, 2018)

To consider approval of the following MASC policies to be included in the Policy Manual:

- JFABE - Education Opportunities for Military Children
- JFABF - Education Opportunities for Children in Foster Care
- KI - Add the section on Outside Agencies in Schools

add the term "pregnancy or pregnancy related condition" to these policies:

- AC – Nondiscrimination
- GBA – Equal Employment Opportunity
- GCF – Professional Staff Hiring
- JB – Equal Education Opportunity
- JFBB – School Choice

gb #8-246 - Mr. Comparetto (August 14, 2018)

Request that the School Committee amend its rules by including an item on each agenda for public comment.

gb #8-285 - Mr. Foley/Mr. Comparetto/Miss McCullough/Mr. O'Connell (September 25, 2018)

Request that the Administration consider the implications of excessive heat and humidity upon the learning environment in the classrooms and the schools without air conditioning and the adverse conditions for students, teachers and staff. The Administration should develop a policy to be followed when the city has experienced consecutive days of excessive heat and humidity and the conditions in many of the schools are intolerable.

gb #8-301 - Mr. O'Connell/Miss Biancheria/Mr. Comparetto/Mr. Foley/Miss McCullough/Mr. Monfredo (October 2, 2018)

Request that the Administration provide an update on the education plan approval process for homeschooled children and specify when the process will be completed for the current academic year, including an update on plans to expedite the process to assure its rapid and efficient completion for 2019-20.

Committee Members

John F. Monfredo, Chairman
Dianna L. Biancheria, Vice-Chairman
John L. Foley

Administrative
Representative

Jennifer Boulais
Helen A. Friel, Ed.D.

OFFICE OF THE
CLERK OF THE SCHOOL COMMITTEE
WORCESTER PUBLIC SCHOOLS
20 IRVING STREET
WORCESTER, MA 01609

AGENDA #2

The Standing Committee on GOVERNANCE AND EMPLOYEE ISSUES will hold a meeting:

on: Monday November 19, 2018
at: 5:00 p.m.
in: Room 410, Durkin Administration Building

ORDER OF BUSINESS

- I. CALL TO ORDER
- II. ROLL CALL
- III. GENERAL BUSINESS

gb #5-207 - Mr. Monfredo/Mr. O'Connell/Miss Biancheria (August 7, 2015)

Request that the Worcester Public Schools consider sharing information regarding the National Attendance Awareness Month movement sponsored by 40 national partners.

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To establish a Special Committee, consisting of at least three School Committee members, to continue the review of policies proposed for the Worcester Public Schools by the Massachusetts Association of School Committees.

gb #6-39 - Mr. O'Connell/Mr. Monfredo/Miss Biancheria/Ms. Colorio/
Miss McCullough (January 11, 2016)

To review the Every Student Succeeds Act, to address its impact on the Worcester Public Schools, and to consider any options which it provides to states and school districts to modify current practices and to reduce present testing, record-keeping and reporting requirements.

gb #6-271 - Mr. Monfredo/Mr. O'Connell/Ms. Colorio/Miss McCullough/
Miss Biancheria/Mayor Petty (July 21, 2016)

Request that the Administration consider including training in the Heimlich maneuver as part of the Compression CPR Program and review the Heimlich Heroes Program, which was created by Deaconess Associations, Inc. (DAI) with the support from the Heimlich Institute, for possible implementation in the Worcester Public Schools.

gb #6-307 - Miss McCullough/Mr. O'Connell/Mr. Monfredo/Ms. Colorio/Miss
Biancheria (September 7, 2016)

Request that the Administration provide options for teaching responsible cell phone and social media use for middle and high school students.

c&p #7-2 - Clerk (April 6, 2017)

To consider a petition from a citizen regarding a request to hold public hearings on the impact of standardized testing on students in the Worcester Public Schools.

gb #7-107 - Mr. O'Connell/Mr. Foley/Ms. Colorio/Mr. Monfredo (March 10,
2017)

To review, and to make recommendations as appropriate, as to the Federal FY18 Budget submitted by the President, as it relates to funding of the US Department of Education and its grants and programs.

gb #7-119 - Mr. Monfredo/Mr. Foley/Ms. Colorio/Mr. O'Connell (March 20,
2017)

Request that the School Committee forward letters to the Congressional Delegation in opposition to the President's Budget for Education and its impact on the school district and further request that the MASC consider organizing all districts in Massachusetts to oppose these cuts and voice opposition to the Massachusetts Delegation.

gb #8-34 - Administration (January 19, 2018)

To consider approval of the 2018-19 Policies Handbook of the Worcester Public Schools.

gb #8-74 - Mr. O'Connell/Mr. Monfredo/Miss Biancheria/Miss McCullough (February 14, 2018)

To formulate a policy, and appropriate protocols and guidelines, as to initiation of procedures in Juvenile Court under the "Children Requiring Assistance" statute (Massachusetts General Laws Chapter 119, Sections 21 and 39E – 39I), in light of the decision of the Supreme Judicial Court in Millis Public Schools v. M.P. et al (SJC-12384, February 6, 2018).

gb #8-153.2 - Administration/Administration (June 11, 2018)

To discuss the proposed Strategic Plan.

gb #8-154 - Mr. O'Connell/Miss Biancheria/Mr. Comparetto/Mr. Foley/Miss McCullough/Mr. Monfredo(May 1, 2018)

To establish an English Learner Parent Advisory Council, in compliance with Section 56 of Chapter 138 of the Acts of 2017 ("An Act Relative to Language Opportunity for our Kids").

gb #8-174 - Miss McCullough/Miss Biancheria/Mr. Foley/Mr. Monfredo (May 15, 2018)

Request that the Administration review the overall Dress Code Policy and update it, if appropriate.

gb #8-204 - Mr. Comparetto/Miss McCullough/Mr. Monfredo (June 13, 2018)

Request that the Administration consider creating a Development Specialist position to help raise much needed funding for the Worcester Public Schools.

gb #8-215 - Administration (June 27, 2018)

To consider approval of the following MASC policies to be included in the Policy Manual:

- Online Fundraising and Solicitation-Crowdfunding Policy
 - Section **GBEBD**
- Student Submission to Educational Surveys and Research
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Request that the Administration consider the implications of excessive heat and humidity upon the learning environment in the classrooms and the schools without air conditioning and the adverse conditions for students, teachers and staff. The Administration should develop a policy to be followed when the city has experienced consecutive days of excessive heat and humidity and the conditions in many of the schools are intolerable.

gb #8-301 - Mr. O'Connell/Miss Biancheria/Mr. Comparetto/Mr. Foley/
Miss McCullough/Mr. Monfredo (October 2, 2018)

Request that the Administration provide an update on the education plan approval process for homeschooled children and specify when the process will be completed for the current academic year, including an update on plans to expedite the process to assure its rapid and efficient completion for 2019-20.

gb #8-322 - Miss McCullough/Mr. Comparetto/Mr. Monfredo/Mr. O'Connell/
Miss Biancheria (October 15, 2018)

Request that the Administration consider the feasibility of developing a policy regarding the amount of time for lunches, especially at the elementary level.

gb #8-323 - Miss McCullough/Mr. Comparetto/Mr. Monfredo/Mr. O'Connell/
Miss Biancheria (October 15, 2018)

Request that the Administration review IT policies regarding password creation and information that is shared both within the system and outside the Worcester Public Schools to insure it is utilizing appropriate safety and security measures.

gb #8-324 - Miss McCullough/Mr. Comparetto/Mr. Monfredo/Mr. O'Connell/
Miss Biancheria (October 16, 2018)

To review the Worcester Public Schools Recess Policy to insure that it is being adhered to districtwide.

V. ADJOURNMENT

Helen A. Friel, Ed.D.
Clerk of the School Committee

STANDING COMMITTEE: **GOVERNANCE AND EMPLOYEE ISSUES**

DATE OF MEETING: Monday, November 19, 2018

ITEM: Mr. Monfredo/Mr. O'Connell/Miss Biancheria (August 7, 2015)

Request that the Worcester Public Schools consider sharing information regarding the National Attendance Awareness Month movement sponsored by 40 national partners.

PRIOR ACTION:

8-20-15 - Referred to the Standing Committee on Teaching, Learning and Student Supports for a report in November 2015.

8-16-16 - STANDING COMMITTEE ON TEACHING, LEARNING AND STUDENT SUPPORTS

Mr. Monfredo made the following motions:

Request that the Administration schedule an Attendance Matters kick-off event to promote the National Attendance Awareness Month in early September.

(Continued on page 2.)

BACKUP:

Since there is a section in the Accountability Plan that measures chronic absenteeism and considers action steps to improve attendance, the Administration recommends that the item be filed.

PRIOR ACTION (continued)

8-16-16 - Request that the Administration notify the Standing Committee (continued) regarding the date and time of the scheduled meeting of the Chronic Absenteeism Committee.

Request that the Administration ask the members of the Chronic Absenteeism Committee to consider developing specific benchmarks and guidelines for the individual schools and include them in their Accountability Plans.

On a voice vote, the motions were approved.

Miss McCullough made the following motion:

Request that the Administration forward information regarding the Whirlpool Initiative to the Administration to be forwarded for consideration by the Chronic Absenteeism Committee.

On a voice vote, the motion was approved.

Mr. O'Connell made the following motion:

Request that the Administration provide a report in a Friday Letter during the month of September indicating the date and time of the kick-off.

On a voice vote, the motion was approved.

2-13-18 - Mr. Monfredo made the following motion:

Request that the item be referred to the Standing Committee on Governance and Employee Issues to determine whether there are any current policy changes in attendance.

On a voice vote, the motion was approved.

It was moved and voice voted to file the item from the Standing Committee on Teaching, Learning and Student Supports.

ITEM: gb #6-36

STANDING COMMITTEE: **GOVERNANCE AND EMPLOYEE ISSUES**

DATE OF MEETING: Monday, November 19, 2018

ITEM: Mr. O'Connell/Mr. Monfredo/Miss McCullough (January 11, 2016)

To establish a Special Committee, consisting of at least three School Committee members, to continue the review of policies proposed for the Worcester Public Schools by the Massachusetts Association of School Committees.

PRIOR ACTION:

1-21-16 - Referred to the Standing Committee on Governance and Employee Issues.

BACKUP:

Since the Policy Manual has been approved by the School Committee, the Administration recommends that the item be filed.

PRIOR ACTION (continued)

- 4-26-16 - STANDING COMMITTEE ON GOVERNANCE AND EMPLOYEE ISSUES
It was moved and voice voted to approve Section AA – School District Legal Status.
It was moved and voice voted to approve Section AB – The People and Their School District.
It was moved and voice voted to approve Section AC – Nondiscrimination.
It was moved and voice voted to approve Section ACA – Nondiscrimination on the Basis of Sex.
It was moved and voice voted to approve Section ACAB – Sexual Harassment.
It was moved and voice voted to approve Section ACE – Nondiscrimination on the Basis of Sex.
It was moved and voice voted to approve Section AD – Educational Philosophy/School District Mission
It was moved and voice voted to approve Section ADC – Smoking on School Premises.
It was moved and voice voted to approve Section ADDA – C.O.R.I. Requirement.
It was moved and voice voted to approve Section ADF – School District Wellness Program.
It was moved and voice voted to approve Section AE – Commitment to Achievement.
These approvals were voted contingent on alignment with the Policies Handbook of the Worcester Public Schools, effective for the 2017-18 academic year.
- 4-28-16 - SCHOOL COMMITTEE MEETING - The School Committee approved the action of the Standing Committee as amended.
It was moved and voice voted to approve Section AA – School District Legal Status.
It was moved and voice voted to approve Section AB – The People and Their School District.
It was moved and voice voted to approve Section AC – Nondiscrimination.
It was moved and voice voted to approve Section ACA – Nondiscrimination on the Basis of Sex.
It was moved and voice voted to approve Section ACAB – Sexual Harassment.
Mr. O’Connell asked the Administration to verify that the titles of the Chief Human Resource Officer and the Instructional Support Personnel Director are correct and, if not, to correct them.
It was moved and voice voted to approve Section ACE – Nondiscrimination on the Basis of Sex.

PRIOR ACTION (continued)

- 4-28-16 - It was moved and voice voted to approve Section AD – Educational
(continued) Philosophy/School District Mission
It was moved and voice voted to approve Section ADC – Smoking on School Premises.
It was moved and voice voted to approve Section ADDA – C.O.R.I. Requirement.
It was moved and voice voted to approve Section ADF – School District Wellness Program.
It was moved and voice voted to approve Section AE – Commitment to Achievement.
These approvals were voted contingent on alignment with the Policies Handbook of the Worcester Public Schools, effective for the 2017-18 academic year.
- 3-13-17 - Mr. Foley and Miss Biancheria made the following motion:
Request that the Administration forward the Domestic Violence Leave Policy to the City Solicitor for review and possible abbreviated format prior to approving it for insertion into the Policy Manual.
On a voice vote, the motion was approved.
It was moved and voice voted to approve Section G – Personnel, as contained in Annex B, with the caveat that a Domestic Violence Leave Policy will be added to this section.
- 6-14-17 - STANDING COMMITTEE ON GOVERNANCE AND EMPLOYEE ISSUES
It was moved and voice voted to approve Section I – Instruction, as contained in Annex B of the backup for the item.
Mr. Foley made the following motion:
Request that the School Committee put in writing that the MASC policies that are being adopted will continue to be a work in progress until the Policies Handbook can be replaced and it will remain as the policies and procedures of the Worcester Public Schools.
On a voice vote, the motion was approved.
Mr. Monfredo made the following motion:
Request that the Administration provide the backup for the following sections of the MASC Policy Manual for the next meeting of the Standing Committee on Governance and Employee Issues:
Section C - General School Administration
Section D - Fiscal Management
Section E - Support Services
On a voice vote, the motion was approved.
Mr. Monfredo inquired as to the status of the request to abbreviate the Domestic Violence Leave Policy to be inserted into Section G. – Personnel Section.
Dr. Rodrigues indicated that the request has been made to the City Solicitor.

PRIOR ACTION (continued)

6-15-17 - SCHOOL COMMITTEE MEETING - The School Committee approved the action of the Standing Committee as amended. It was moved and voice voted to approve Section I – Instruction, as contained in Annex B of the backup for the item.

Mr. Monfredo made the following motion:
Request that the following motion be held:

Request that the School Committee put in writing that the MASC policies that are being adopted will continue to be a work in progress until the Policies Handbook can be replaced and it will remain as the policies and procedures of the Worcester Public Schools.

On a voice vote, the motion was approved.

Mr. Monfredo made the following motion:

Request that the Administration provide the backup for the following sections of the MASC Policy Manual for the next meeting of the Standing Committee on Governance and Employee Issues:

Section C - General School Administration

Section D - Fiscal Management

Section E - Support Services

On a voice vote, the motion was approved.

Mr. Monfredo inquired as to the status of the request to abbreviate the Domestic Violence Leave Policy to be inserted into Section G. – Personnel Section.

Dr. Rodrigues indicated that the request has been made to the City Solicitor.

8-15-17 - STANDING COMMITTEE ON GOVERNANCE AND EMPLOYEE ISSUES

Section C - General School Administration

At the Standing Committee level, it was moved and voice voted to approve Section CA - Administration Goals.

It was moved and voice voted to approve Section CB - School Superintendent as amended:

Paragraph 1, sentence 1: change the word "fix" to "set"

Paragraph 1, sentence 3: delete the parenthesis around the word Mayor and delete the word "Selectmen"

Delete Regional School Superintendent section

It was moved and voice voted to approve Section CBD - Superintendent's Contract as amended:

Delete NOTE

It was moved and voice voted to approve Section CBI - Evaluation of the Superintendent as amended:

#1. Delete the following words from the end of the sentence:
"by the Superintendent"

PRIOR ACTION (continued)

- 8-15-17 - It was moved and voice voted to approve Section CCB - Line and Staff Relations.
It was moved and voice voted to approve Section CE - Administrative Councils, Cabinets, and Committees.
It was moved and voice voted to approve Section CH - Policy Implementation as amended:
Delete NOTE
It was moved and voice voted to approve Section CHA - Development of Procedures.
It was moved and voice voted to approve Section CHC - Procedures Dissemination.
It was moved and voice voted to approve Section CHCA - Approval of Handbooks and Directives as amended:
Paragraphs 1 and 2: entirely changed
Paragraph 3, sentence 3: change the words "made available" to "sent."
Delete Source and NOTE
It was moved and voice voted to approve Section CHCA-E - Approval of Handbooks and Directives as amended:
Change #5 to read as follows: When a student is expelled under the provisions listed above and applies for admission to another school for acceptance, the Superintendent **or his/her designee**
- It was moved and voice voted to approve Section CHD - Administration in Policy Absence.
It was moved and voice voted to approve Section CL - Administrative Reports.
It was moved and voice voted to approve Section CM - School District Annual Report as amended:
Paragraph 1, sentence 2: change the word "town's" to "cities"
Delete Note
Delete Regional School District Annual Report
- It was moved and voice voted to approve Section C - General School Administration as amended.
Section D - Fiscal Management
It was moved and voice voted to approve Section DA - Fiscal Management Goals as amended:
Section DA entirely changed
Delete Source

PRIOR ACTION (continued)

8-15-17 - It was moved and voice voted to approve Section DB – Annual
(continued) Budget as amended:

Section DB entirely changed

Delete Source

Legal Refs.: change to read: "**City Charter and M.G.L.**
71:34; 71:37; and 71:38N"

Delete NOTE

It was moved and voice voted to approve Section DB1 - Annual
Budget as amended:

Does not apply - remove

It was moved and voice voted to approve Section DB1R -
Budget – Apportionment of Expenses as amended:

Does not apply - remove

It was moved and voice voted to approve Section DBC - Budget
Deadlines and Schedules as amended:

Section DBC entirely changed

Delete Source

Legal Refs: add "City of Worcester Home Rule Charter,
Article 5, Section 5-1

Delete NOTE

It was moved and voice voted to approve Section DBD - Budget
Planning as amended:

Paragraph 1 – entirely changed

Paragraph 2 – deleted

Paragraph 3 – change "School Committee will strive to" to
"Superintendent is charged with"

Delete Source and NOTE

It was moved and voice voted to approve Section DBG - Budget
Adoption Procedures as amended:

Does not apply - remove

It was moved and voice voted to approve Section DBJ - Budget
Transfer Authority as amended:

Section DBJ entirely changed

Delete Source and Legal Reference

It was moved and voice voted to approve Section DD - Funding
Proposals and Applications as amended:

Section DD entirely changed

Delete Source, Legal Reference and NOTE

It was moved and voice voted to approve Section DGA -
Authorized Signatures as amended:

Section DGA entirely changed

PRIOR ACTION (continued)

8-15-17 - It was moved and voice voted to approve Section DH – Bonded Employees and Officers as amended:

Last sentence – change the word “town” to “district”

Delete Source, NOTE and Regional School District Bonded Employees and Officers

It was moved and voice voted to approve Section DI - Fiscal Accounting and Reporting as amended:

First paragraph – change “will be ultimately” to “is”

Delete Source and NOTE

It was moved and voice voted to approve Section DIE - Audits as amended:

Section DIE entirely changed

It was moved and voice voted to approve Section DJ - Purchasing as amended:

Section DJ entirely changed

It was moved and voice voted to approve Section DJA - Purchasing Authority as amended:

Section DJA entirely changed

It was moved and voice voted to approve Section DJE - Procurement Requirements as amended:

Section DJE entirely changed

It was moved and voice voted to approve Section DK - Payment Procedures as amended:

Paragraph 2 – entirely changed

Legal Refs: add City of Worcester Revised Ordinances, part Two, Article 11, Section 2

Delete Source, NOTE and Regional School District Payment Procedures

It was moved and voice voted to approve Section DKC - Expense Reimbursements as amended:

Delete Source

It was moved and voice voted to approve Section D - Fiscal Management as amended.

Section E- Support Services

It was moved and voice voted to approve Section EB - Safety Program as amended:

Delete NOTE

It was moved and voice voted to approve Section EBAB - Pest Management Policy as amended:

Paragraph 1: Insert “Worcester”

Overview and Goals: Insert “Worcester Public Schools”

Change Legal Ref to Chapter 85 of the Acts of 2000, “An Act to Protect Children and Families from Harmful Pesticides

PRIOR ACTION (continued)

8-15-17 - It was moved and voice voted to approve Section EBB - First Aid.
(continued) It was moved and voice voted to approve Section EBC -
Emergency Plans.

It was moved and voice voted to approve Section EBCD -
Emergency Closings as amended:

Paragraph 1: Insert ", delay opening," after close the schools

Paragraph 3 replaced

Delete Source and Cross Ref: EBC

It was moved and voice voted to approve Section EC - Buildings
and Grounds Management as amended:

Paragraph 1: Changed

Paragraph 2, sentence 2: delete the words "work with other
municipal departments, as necessary,"

Delete Source and NOTE

It was moved and voice voted to approve Section EC-1 - Buildings
and Grounds Management as amended:

Does not apply - remove

It was moved and voice voted to approve Section ECA - Buildings
and Grounds Security as amended:

Paragraph 1, sentence 1: change the word "town" to "city"

Paragraph 1, sentence 2: change the words "town" to "city"
and "adequately" to "properly"

Paragraph 4, sentence 4: change the word "will" to "should"

Delete Source

It was moved and voice voted to approve Section ECAC -
Vandalism as amended:

Paragraph 2, sentence 1: change the word "town" to "city"

It was moved and voice voted to approve Section ECAF - Security
Cameras in Schools.

It was moved and voice voted to approve Section EDC -
Authorized use of School Owned Materials as amended:

Paragraph 1, sentence 2: change the word "town" to "city"

Paragraph 2: change to read: School equipment may be
used by staff **members** ...

Delete Source

It was moved and voice voted to approve Section EEA - Student
Transportation Services as amended:

Section EEA entirely changed

It was moved and voice voted to approve Section EEAA - Walkers
And Riders as amended:

Delete Section: combined with EEA

PRIOR ACTION (continued)

8-15-17 - It was moved and voice voted to approve Section EEAE – School (continued) Bus Safety Program as amended:

#2. change to read: Emergency evacuation drills will be conducted **by properly licensed school bus drivers** at least twice a year to acquaint student riders with procedures in emergency situations.

It was moved and voice voted to approve Section EEAEA - Bus Driver Examination and Training as amended:

Paragraph 1, sentence 1: change to read: The **Superintendent reserves**

Insert #3 and renumber to 4. 5. and 6:

“No person under 18 years and only persons of high character will be allowed to operate school buses.”

#5. change the words “School Committee” with Superintendent”

Delete Source.

Legal Ref: add: Highway Safety Program Standard No. 17

It was moved and voice voted to approve Section EEAEA-I - Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers as amended:

Paragraph 3, sentence 1: change to read:

This program shall comply with the requirements of the **Code of Federal Regulations, Title 49, Section 382 et seq.**

Delete Source

It was moved and voice voted to approve Section EEAEK - Student Conduct on School Buses as amended:

Section EEAEK entirely changed

It was moved and voice voted to approve Section EEAG - Student Transportation in Private Vehicles as amended:

Delete section: the system does not allow student transportation in private vehicles.

It was moved and voice voted to approve Section EEAJ - Motor Vehicle Idling on School Grounds as amended:

Section EEAJ entirely changed

It was moved and voice voted to approve Section EFC - Free and Reduced Price Food Services as amended:

Change Title to: School Meal and Child Nutrition Program

Paragraph 2: delete the word “free” and change the word “food” to “meal”

PRIOR ACTION (continued)

- 8-15-17 - Paragraph 3: change to read as follows:
(continued) As required by state and federal regulations, the School Committee approves this policy statement pertaining to eligibility **and access to the school meal programs.**
Delete Source
It was moved and voice voted to approve Section E - Support Services as amended.
- 8-24-17 - SCHOOL COMMITTEE MEETING - The School Committee approved the action of the Standing Committee as amended.
It was moved and voice voted to approve Section C - General School Administration as amended.
Mr. O'Connell made the following motion:
Request that the Administration seek a legal opinion from the Massachusetts Department of Elementary and Secondary Education as to whether we should include with that policy the language recommended by the Massachusetts Association of School Committees as to approval of warrants for payment by the School Committee.
On a voice vote, the motion was approved.
It was moved and voice voted to approve Section D - Fiscal Management as amended and hold FILE: DK.
It was moved and voice voted to approve Section E - Support Services as amended.
- 10-17-17 - STANDING COMMITTEE ON GOVERNANCE AND EMPLOYEE ISSUES
SECTION F - FACILITIES DEVELOPMENT
It was moved to approve the following amendments in Section F, subsection FA- Facilities Development Goals:
Second Paragraph, second sentence change to read:
To best use local resources, it is the Committee's intent, wherever possible, to partner with the **Worcester City Manager, Worcester City Council**, and/or the Massachusetts School Building Authority **on school renovation or replacement projects.**
Third Paragraph, first sentence add the words after investments, the Committee will **work with the aforementioned partners**
Under legal reference add:
City of Worcester, Home Rule Charter, Article 5, Section 5-5, Capital Outlay Program
On a voice vote, the amendments were approved.

PRIOR ACTION (continued)

10-17-17 - It was moved to approve the following amendments in Section F, (continued) subsection FCB- Retirement of Facilities:

#5 add at the end of the word building:

or transfer of ownership to the City Manager.

Under Source add:

**City of Worcester Home Rule Charter, Article Four,
Section 4-1 (d)(2)**

Delete note

On a voice vote, the amendments were approved.

It was moved to approve the following amendments in Section F, subsection FF- Naming New Facilities:

Fourth Paragraph, first sentence: delete the words:

the next available

Fifth Paragraph, first sentence, delete the word **Chair** after School Committee

Fifth Paragraph, second sentence delete the words:

and PTA/PTO

On a voice vote, the amendments were approved.

It was moved and voice voted to approve in Section F, subsection FFA- Memorials.

It was moved and voice voted to approve Section F - Facilities Development as amended.

SECTION H - NEGOTIATIONS

It was moved and voice voted to approve in Section H, subsection HA - Negotiations Goals.

It was moved and voice voted to approve in Section H, subsection HB - Negotiations Legal Status.

It was moved and voice voted to approve in Section H, subsection HF -School Committee Negotiating Agents.

It was moved and voice voted to approve Section H - Negotiations as stated.

SECTION J - STUDENTS

It was moved to approve the following amendments in Section J, subsection JB - Equal Educational Opportunities:

Delete note

On a voice vote, the amendment was approved.

It was moved to approve the following amendments in Section J, subsection JC - Attendance Areas:

First Paragraph, first sentence: change the word town to city

Delete note

On a voice vote, the amendments were approved.

It was moved to approve the following amendment in Section J, subsection JCA -Assignment of Students to Schools:

Delete note

On a voice vote, the amendment was approved.

PRIOR ACTION (continued)

10-17-17 (continued) It was moved to approve the following amendments in Section J, subsection JEB - Entrance Age:

First paragraph number 1:

Children who will be five years of age prior to the first day of the school year during which they wish to enroll will be eligible to enter kindergarten for that school year. Change to:

Children who will be five years of age by the last day of December of the school year during which they wish...

Delete number 2 and renumber 3 to 2

On a voice vote, the amendments were approved.

It was moved to approve the following amendments in Section J, subsection JF - School Admissions:

First paragraph, first sentence: change the town to city in 2 places.

Second paragraph, second sentence: change Principal to District

Second paragraph, third sentence: change Proof of residency of legal guardianship may also be required by the school administration to read:

Proof of residency and of legal guardianship may also be required by the District.

Delete note

On a voice vote, the amendments were approved.

It was moved and voice voted to approve in Section J, subsection JFABC - Admission of Transfer Students.

It was moved and voice voted to approve in Section J, subsection JFABD - Homeless Students: Enrollment Rights and Services.

It was moved and voice voted to approve in Section J, subsection JFBB - School Choice.

It was moved to approve the following amendments in Section J, subsection JFBB1 - School Choice:

First paragraph, first sentence: change to "If it is the policy"

On a voice vote, the amendment was approved.

It was moved to approve the following amendments in Section J, subsection JH - Student Absences and Excuses

Replace entire paragraph 8 after: Student Absence Notification Program

Paragraph 9, add at the beginning of the first sentence:

Beginning with 5 absences, parents/guardians will receive an attendance letter via U.S. Mail with each absence. Each Principal

On a voice vote, the amendments were approved.

It was moved and voice voted to approve in Section J, subsection JHD - Exclusion and Exemptions from School Attendance.

It was moved and voice voted to approve in Section J, subsection JI - Student Rights and Responsibilities.

It was moved and voice voted to approve in Section J,
subsection JIB - Student Involvement in Decision Making.

PRIOR ACTION (continued)

10-17-17 - It was moved to approve the following amendments in Section J, (continued) subsection JIC - Student Discipline:

Second paragraph: change "Each Principal" to "The District"

Delete note

On a voice vote, the amendments were approved.

It was moved and voice voted to approve in Section J, subsection JICA - Student Dress Code.

It was moved to approve the following amendment in Section J, subsection JICC - Student Conduct on School Buses:

Delete note

On a voice vote, the amendment was approved.

It was moved and voice voted to approve in Section J, subsection JICE - Student Publications.

It was moved and voice voted to approve in Section J, subsection JICF- Gang Activity/Secret Societies.

It was moved and voice voted to approve in Section J, subsection JICFA - Prohibition of Hazing.

It was moved and voice voted to approve in Section J, subsection JICFA-E - Hazing.

It was moved and voice voted to approve in Section J, subsection JICFB - Bullying Prevention.

It was moved and voice voted to approve in Section J, subsection JICH - Alcohol, Tobacco, and Drug Use by Students Prohibited.

It was moved and voice voted to approve in Section J, subsection JIE - Pregnant Students.

It was moved and voice voted to approve the following amendment in Section J, subsection JIH - Searches and Interrogations:

Mr. Foley made the following motion:

Request that the Administration seek a legal opinion as to whether or not a parent must be present if a student is interrogated by police.

On a voice vote, the motion was approved.

It was moved and voice voted to approve in Section J, subsection JII - Student Complaints and Grievances.

It was moved to approve the following amendment in Section J, subsection JJ - Co-Curricular and Extracurricular Activities:

Delete note

On a voice vote, the amendment was approved.

It was moved and voice voted to approve in Section J, subsection JJA - Student Organizations.

It was moved and voice voted to approve in Section J, subsection JJE - Student Fundraising Activities.

It was moved to approve the following amendment in Section J, subsection JJF - Student Activity Accounts:

Delete note

On a voice vote, the amendment was approved.

PRIOR ACTION (continued)

10-17-17 - It was moved and voice voted to approve in Section J, subsection (continued) JJH - Student Late Night or Overnight Travel.

It was moved and voice voted to approve in Section J, subsection JJH-R - Student Travel Regulations.

It was moved to approve the following amendment in Section J, subsection JJIB - Interscholastic Athletics:

Delete note

On a voice vote, the amendment was approved.

It was moved and voice voted to approve in Section J, subsection JJIF - Athletic Concussion Policy.

It was moved and voice voted to approve in Section J, subsection JJIF-R - Athletic Concussion Regulations.

It was moved and voice voted to approve in Section J, subsection JK - Student Conduct.

It was moved and voice voted to approve in Section J, subsection JKA - Corporal Punishment.

It was moved and voice voted to approve in Section J, subsection JKAA - Physical Restraint of Students.

It was moved and voice voted to approve in Section J, subsection JL - Student Welfare.

It was moved and voice voted to approve in Section J, subsection JLA - Student Insurance Program.

It was moved and voice voted to approve in Section J, subsection JLC - Student Health Services and Requirements.

It was moved and voice voted to approve in Section J, subsection JLCA - Physical Examinations of Students.

It was moved and voice voted to approve in Section J, subsection JLCB - Inoculations of Students.

It was moved and voice voted to approve in Section J, subsection JLCC - Communicable Diseases.

It was moved and voice voted to approve in Section J, subsection JLCD - Administering Medicines to Students.

It was moved and voice voted to approve in Section J, subsection JLD - Guidance Program.

It was moved and voice voted to approve in Section J, subsection JP - Student Gifts and Solicitations.

It was moved and voice voted to approve in Section J, subsection JQ - Student Fees, Fines, and Charges.

It was moved and voice voted to approve in Section J, subsection JRA - Student Records.

It was moved and voice voted to approve in Section J, subsection JRD - Student Photographs.

It was moved and voice voted to approve Section J - Students as amended.

SECTION K - COMMUNITY RELATIONS

It was moved and voice voted to approve in Section K, subsection KA - School/Community Relations Goals.

PRIOR ACTION (continued)

10-17-17 - It was moved and voice voted to approve in Section K, subsection (continued) KBA - School/Parent Relations Goals.

It was moved to approve the following amendments in Section K, subsection KBBA - Noncustodial Parents' Rights:

Mr. Monfredo made the following motion:

Request that the Administration seek a legal opinion from Attorney Tobin relative to the content of subsection KBBA - Noncustodial Parents' Rights.

On a voice vote, the motion was approved.

It was moved to approve the following amendments in Section K, subsection KBE - Relations with Parent/Booster Organizations:

Second Paragraph, first sentence insert the Words: "**Parent Teacher and/or** before the word booster.

Delete #3

On a voice vote, the amendments were approved.

It was moved and voice voted to approve in Section K, subsection KCB - Community Involvement in Decision making.

It was moved and voice voted to approve in Section K, subsection KCD - Public Gifts to the Schools.

It was moved and voice voted to approve in Section K, subsection KDB - Public's Right to Know.

It was moved to approve the following amendment in Section K, subsection KDD - News Media Relations/News Releases:

#3. Remove the word "Principal" and replace it with the following sentence:

"The Superintendent's Chief of Staff should preview releases and be informed of statements made to the press.

On a voice vote, the amendment was approved.

It was moved to approve the following amendment in Section K, subsection KE - Public Complaints:

Remove #3. Superintendent and #4. School Committee and replace them with:

3. Manager
4. Deputy Superintendent
5. Superintendent
6. School Committee

On a voice vote, the amendment was approved.

It was moved to approve the following amendments in Section K, subsection KF - Community Use of School Facilities:

Fourth paragraph, change the words: **Office of the Superintendent of Schools** to **the Facilities Office**

PRIOR ACTION (continued)

- 10-17-17 - #7 change the word "town" to "Community"
(continued) #8 change "by the School Committee" to "through the permission process."

Under School and Town Preference – Remove "and Town"

#2 - change to read:

City meetings have preference over other community activities.

Delete note

On a voice vote, the amendments were approved.

It was moved and voice voted to approve in Section K, subsection KFR - Community Use of School Facilities.

It was moved to approve the following amendments in Section K, subsection KHA - Public Solicitations in the Schools:

Second paragraph - delete at the end of the paragraph the words "**with the following exceptions and #1 and #2.**"

Third Paragraph, first sentence add "PTG" after "PTA."

On a voice vote, the amendments were approved.

It was moved to approve the following amendments in Section K, subsection KHB - Advertising in the Schools:

Insert new paragraph after first paragraph.

add under source:

Worcester School Committee gb #0-181 (2000)

On a voice vote, the amendments were approved.

It was moved to approve the following amendments in Section K, subsection KI - Visitors to the Schools:

First Paragraph Insert the word **support**, before the word observe

At the end of paragraph one, add a new sentence:

These will most often be scheduled by the school or teacher for the purpose of volunteer support or for student demonstrations or exhibits.

Remove #1 and renumber

On a voice vote, the amendments were approved.

It was moved and voice voted to approve in Section K, subsection KLG - Relations with Police Authorities.

It was moved and voice voted to approve in Section K, subsection KLJ - Relations with Planning Authorities.

It was moved and voice voted to approve in Section K, subsection KLK - Relations with Local Governmental Authorities.

It was moved and voice voted to approve Section K - Community Relations as amended.

SECTION L - EDUCATION AGENCY RELATIONS

It was moved and voice voted to approve in Section L, subsection LA - Education Agency Relations Goals.

It was moved and voice voted to approve in Section L, subsection LB - Relations with Other Schools and School Districts.

PRIOR ACTION (continued)

10-17-17 - It was moved and voice voted to approve in Section L, subsection (continued) LBC - Relations with Nonpublic Schools.

It was moved to approve the following amendment in Section L, subsection LDA - Student Teaching and Internships:

First paragraph, last sentence, remove: **All initial arrangements with the colleges and universities will be subject to Committee approval.**

On a voice vote, the amendment was approved.

It was moved and voice voted to approve Section L - Education Agency Relations as amended.

10-19-17 - SCHOOL COMMITTEE MEETING - The School Committee approved the action of the Standing Committee as amended.

Mr. Monfredo abbreviated the reporting out of the Standing Committee on Governance and Employee Issues by reading the final motions of each section as follows:

It was moved and voice voted to approve Section F - Facilities Development as amended.

It was moved and voice voted to approve Section H - Negotiations as stated.

It was moved and voice voted to approve Section J - Students as amended.

It was moved and voice voted to approve Section K - Community Relations as amended.

It was moved and voice voted to approve Section L - Education Agency Relations as amended.

Mr. Monfredo made the following motion:

Request that the Administration seek legal opinions on JIH- Search and Interrogations and KBBA-Non-Custodial Parents' Rights.

On a voice vote, the motion was approved.

Mr. O'Connell made the following motions:

Request that the following subsections of the Policy Manual be referred back to the Standing Committee on Governance and Employee issues:

Subsection FFA-Memorials- Adjust the current language of paragraph 2 and amend it by stating that memorials can be erected as deemed appropriate.

Subsection JCA-Assignment of Students to Schools- Incorporate the content of the language regarding the Registration Policies from the Handbook of the Worcester Public Schools (pages 2-4) into this subsection as it pertains specifically to the Worcester Public Schools.

Subsection JICA-Dress Code-Incorporate the content of the language regarding the Dress Code Policy from the Policies Handbook (page 33) as it pertains specifically to the Worcester Public Schools.

PRIOR ACTION (continued)

- 10-19-17 - Subsection JJE-Student Fundraising Activities- Correct the (continued) spelling of canning to canvassing in paragraph 5, line 3.
Subsection JP- Student Gifts and Solicitations-Amend the language to state that gifts can be given at appropriate times.
- 3-6-18 - STANDING COMMITTEE ON GOVERNANCE AND EMPLOYEE ISSUES
It was moved to approve, as amended, Section JIH – Searches and Interrogations, as contained in Annex D of the backup.
On a roll call of 3-0, the motion was approved.
It was moved to approve, as amended, Section KBBA – Non-Custodial Parents’ Rights, as contained in Annex G of the backup.
On a roll call of 3-0, the motion was approved.
FILE
- 3-15-18 - SCHOOL COMMITTEE MEETING - The School Committee approved the action of the Standing Committee as amended.
It was moved to approve, as amended, Section JIH – Searches and Interrogations, as contained in Annex D of the backup.
On a roll call of 7-0, the motion was approved.
It was moved to approve, as amended, Section KBBA – Non-Custodial Parents’ Rights, as contained in Annex G of the backup.
On a roll call of 7-0, the motion was approved.

STANDING COMMITTEE: **GOVERNANCE AND EMPLOYEE ISSUES**

DATE OF MEETING: Monday, November 19, 2018

ITEM: Mr. O'Connell/Mr. Monfredo/Miss Biancheria/Ms. Colorio/Miss McCullough (January 11, 2016)

To review the Every Student Succeeds Act, to address its impact on the Worcester Public Schools, and to consider any options which it provides to states and school districts to modify current practices and to reduce present testing, record-keeping and reporting requirements.

PRIOR ACTION:

- 1-21-16 - Referred to the Standing Committee on Governance and Employee Issues.
- 8-15-17 - Mr. Monfredo made the following motion:
Request that the Administration review the "Every Student Succeeds Act" to determine whether or not it provides modifications to reduce the current testing and reporting requirements.
On a voice vote the motion was approved.
HOLD

BACKUP:

Annex A (1 page) contains a copy of the Administration's response to the item.

The Administration recommends, based on the backup, that the item be filed.

The "Every Student Succeeds Act" (ESSA) does provide modifications and flexibilities to states. There is flexibility for states to determine how and when tests are administered. Under ESSA, states must still test students annually in grades 3 through 8 and once in high school.

ESSA leaves accountability goals almost entirely to individual states. Each state must submit their accountability plan to the U.S. Department of Education which has an oversight role. However, there are some requirements as to what accountability goals must include. ESSA provides that test scores and graduation rates be given "much greater weight" than other measures. There is also the continuing expectation that states identify and intervene in struggling schools.

ESSA was signed by President Obama on December 10, 2015. The law is available online through the U.S. Department of Education at <https://www.ed.gov/ESSA>.

The Massachusetts Consolidated State Plan Under ESSA was submitted to the U.S. Department of Education on April 3, 2017 and is available online at <http://www.doe.mass.edu/federalgrants/essa/stateplan/>.

STANDING COMMITTEE: **GOVERNANCE AND EMPLOYEE ISSUES**

DATE OF MEETING: Monday, November 19, 2018

ITEM: Miss McCullough/Mr. O'Connell/Mr. Monfredo/Ms. Colorio/
Miss Biancheria (September 7, 2016)

Request that the Administration provide options for teaching responsible cell phone and social media use for middle and high school students.

PRIOR ACTION:

9-15-16 - Referred to the Standing Committee on Governance and Employee Issues.

3-6-18 - STANDING COMMITTEE ON GOVERNANCE AND EMPLOYEE ISSUES

The Worcester Public Schools has purchased the iSafe Ventures Digital Learning curriculum (www.isafe.org) which is a standards-based, common-core ready and age-appropriate curriculum. Plans are being developed so that all students can login to iSafe and participate for 3 lessons through classroom instruction. This serves as an e-rate certification.

Mr. Foley made the following motion:

Request that the Administration teach the students the dangers of social media especially of posting online and involve parents in these discussions.

On a voice vote, the motion was approved.

HOLD

3-15-18 - SCHOOL COMMITTEE MEETING - The School Committee approved the action of the Standing Committee as stated.

BACKUP:

Annex A (2 pages) contains a copy of the Administration's response to the item.

The Administration recommends, based on the backup, that the item be filed.

Response

The Worcester Public Schools has purchased the iSafe Ventures Digital Learning curriculum (www.isafe.org). iSafe is a standards-based, common-core ready and age-appropriate digital learning curriculum.

Every student in the district is annually required to login to iSafe and participate in 3 lessons. In the middle and high school curriculum the teachers cover these topics. It also serves as an e-rate certification.

Lesson titles include: Cell Phones, Digital Addiction, Advanced Texiquette, Cyber Harassment, Cyber Bullying, Social Networking, Cyber Safety and Photo Management, Your Digital Footprint, Understanding Social Networking, SMART Social Media, Safeguards in Social Networking, Safe Social Networking Strategies and an Instagram Guide for Education.

The following schools use the iSafe Ventures Digital Learning Curriculum. The response from the principals for when the curriculum is taught is as follows:

School	Grade Level	Subject area taught in	Quarter taught in
Burncoat High School	9,10,11,12	All, but at a specific time	3rd
Burncoat Middle	7	Phys Ed/Health	1st, 2nd
Claremont Academy	7, 8, 9, 10, 11, 12	Phys Ed/Health	1st, 2nd, 3rd, 4th
Doherty Memorial High School	9, 10, 11, 12	In all first period classes school-wide	3rd
Forest Grove Middle School	7, 8	Phys Ed/Health, Technology Class	2nd
Gerald Creamer Center	11, 12	Science	2nd
NCC Young Adult	9	AVID/ESL	3rd
North	9, 10, 11, 12	ELA	1st
Sullivan Middle School	7, 8	Library, Technology Class	1st
South	9, 10, 11, 12	general assembly	1st, 2nd, 3rd
St. Casimir	7, 8, 9, 10, 11, 12	Varies	Throughout the year
UPCS	7, 8, 9, 10, 11, 12	advisory	1st
Worcester East Middle	7, 8	Library	2nd
WTHS	9, 10, 11, 12	Social Studies, Assembly/JumpSt	1st

ITEM: gb #8-34

STANDING COMMITTEE: **GOVERNANCE AND EMPLOYEE ISSUES**

DATE OF MEETING: Monday, November 19, 2018

ITEM: Administration (January 19, 2018)

To consider approval of the 2018-19 Policies Handbook of the Worcester Public Schools.

PRIOR ACTION:

2-1-18 - Referred to the Standing Committee on Governance and Employee Issues.

BACKUP:

Since the Student Handbook was approved by the School Committee, the Administration recommends that the item be filed.

ITEM: gb #8-154

STANDING COMMITTEE: **GOVERNANCE AND EMPLOYEE ISSUES**

DATE OF MEETING: Monday, November 9, 2018

ITEM: Mr. O'Connell/Miss Biancheria/Mr. Comparetto/Mr. Foley/
Miss McCullough/Mr. Monfredo(May 1, 2018)

To establish an English Learner Parent Advisory Council, in compliance with Section 56 of Chapter 138 of the Acts of 2017 ("An Act Relative to Language Opportunity for our Kids").

PRIOR ACTION:

5-17-18 - Referred to the Standing Committee on Governance and Employee Issues.

BACKUP:

Annex A (1 page) contains a copy of The Administration's response to the item.

The Administration recommends, based on the backup, that the item be filed.

The Worcester Public Schools Director of the Office of English Learners will establish an English Learner Parent Advisory Council (ELPAC) for parents and legal guardians of current or former English Learners.

The ELPAC will meet regularly to discuss matters concerning English Learners. Some of the duties will entail creating bylaws, apprising School Committee and the school district, and consulting and advising on programs and educational opportunities for English Learners.

In addition to the ELPAC meetings, the ELL Department will host Welcome to WPS events for the new EL families on the months the ELPAC does not meet.

STANDING COMMITTEE: **GOVERNANCE AND EMPLOYEE ISSUES**

DATE OF MEETING: Monday, November 19, 2018

ITEM: Miss McCullough/Miss Biancheria/Mr. Foley/Mr. Monfredo (May 15, 2018)

Request that the Administration review the overall Dress Code Policy and update it, if appropriate.

PRIOR ACTION:

6-7-18 - Mr. O'Connell made the following motion:
Request that the Administration consider implementing a voluntary school uniform policy at Sullivan Middle School.
On a voice vote, the motion was approved.
Referred to the Standing Committee on Governance and Employee Issues.

BACKUP:

The district will assemble a group of principals to review the W.P.S. Dress Code Policy in the third quarter of 2018-19.

The Sullivan Middle School Site Council has not requested recently that the school implement a Voluntary Uniform Policy. If the school wants such a policy, it must secure signatures from the Site Council and present a Petition to the School Committee for approval.

STANDING COMMITTEE: **GOVERNANCE AND EMPLOYEE ISSUES**

DATE OF MEETING: Monday, November 19, 2018

ITEM: Administration (June 27, 2018)

To consider approval of the following MASC policies to be included in the Policy Manual:

- Online Fundraising and Solicitation-Crowdfunding Policy
 - Section **GBEBD**
- Student Submission to Educational Surveys and Research
 - Section **ILD**

PRIOR ACTION:

- 7-19-18 - Miss Biancheria made the following motion:
Request that the Administration research the definition of a Crowdfunding service.
On a voice vote, the motion was approved.
It was moved and voice voted to refer the item to the Standing Committee on Governance and Employee Issues for a response prior to the August 23, 2108 School Committee meeting.

BACKUP:

- Annex A (2 pages) contains a copy of Section GBEBD.
- Annex B (1 page) contains a copy of Section ILD.
- Annex C (1 page) contains a copy of the definition of Crowdfunding.

Online Fundraising And Solicitations - Crowdfunding

School District employees shall comply with all of the following provisions relating to online solicitations and the use of crowdfunding services for school-related purposes as well as all applicable laws, regulations and district policies. No online fundraising may occur except as provided below.

The Superintendent shall have final authority to approve any online fundraising activities by school district employees and shall determine and communicate to Principals the circumstances under which online fundraising proposals shall require Superintendent or School Committee approval in accordance with law and school district policy (KCD). The Principal of each school shall approve all online fundraising activities within their buildings prior to any employee posting any such fundraising solicitation.

Any solicitation shall be for educational purposes only (field trips, supplies, supplemental materials, books, etc.). The solicitation of personal items (coats, nutritional snacks, etc.) shall only be to benefit students directly. To the extent an employee solicits any technology or software, the employee shall secure the prior written approval of the Director of Technology or designee prior to any such solicitation. Any employee seeking to display or post a photograph of a student in conjunction with a fundraising solicitation must first secure the written consent of the student's parent or guardian.

Employees shall not use a crowdfunding source, or set up their appeal in such a way, that they are asking for donations directly from people over whom the employee making the request has authority, or with whom the public employee is having official dealings (such as parents of student's in a teacher's classroom - the solicitation can say "Classroom X needs tissues and crayons," but it shouldn't be directed to parents who have shared email addresses with the teacher for purposes of communicating about their student).

Employees using crowdfunding services shall periodically disclose in writing to the Superintendent the names of all individuals whom the employee has directly solicited in any manner including but not limited to oral, written, or electronic solicitation. The Superintendent shall maintain these disclosures as public records available for public review.

Employees may only use crowdfunding services that send the items or proceeds solicited by the employee directly to the employee's school or to the school district. Employees must verify under the crowdfunding service's terms and conditions that they meet all requirements for such solicitation. Items or proceeds directly sent to employees are considered gifts to the employee and may result in violation of state ethics laws.

If an employee's proposal is approved by the crowdfunding service, the employee agrees to use the donated materials solely as stated in the employee's proposal.

If a solicitation is not fully funded within the time period required by the crowdfunding service, or the solicitation cannot be concluded for any reason, every attempt will be made to return donations to the donors. Donations unable to be returned shall only be used as account credits for future solicitations.

Unless otherwise approved by the Superintendent in writing, all goods and/or proceeds solicited and received through any online solicitation shall become the property of the School Committee, and not of the individual employee who solicited the item(s) or funds. The employee is prohibited from taking any such item(s) or funds to another school or location, without the Superintendent's written approval.

LEGAL REFS: MGL 44:53A; 71:37A; 268A:3; 268A:23; Ethics Commission Advisory Opinion EC-COI-12-1;

CROSS REFS: GBEA, Staff Ethics/Conflict of Interest;
GBEBC, Gifts To and Solicitations by Staff;
KCD, Public Gifts to Schools

SOURCE: MASC February 2018

NOTE: Crowdfunding services are defined as any online service used for the solicitation of goods, services, or money from a large number of people via the internet or other electronic network. Examples include GoFundme, Kickstarter, Indiegogo, YouCaring, and DonorsChoose.

File: ILD

STUDENT SUBMISSION TO EDUCATIONAL SURVEYS AND RESEARCH

In this policy, "surveys, analyses, or evaluations" refer to methods of gathering data for research purposes.

Without the prior written consent of the student's parent/guardian, or of the student if he/she is at least 18 years of age, no student shall be required as part of any program wholly or partially funded by the U.S. Department of Education to submit to any survey, analyses, or evaluation that reveals information concerning:

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine eligibility for school programs or for receiving financial assistance under such program.

All instructional materials, including teachers' manuals, films, tapes, or other supplementary material which will be used in connection with any such survey, analysis, or evaluation shall be available upon request for inspection by the student's parent/guardian. For the purpose of this policy, "instructional material" does not include academic tests or assessments.

A parent may inspect, upon request, a survey created by a third party before the survey is administered or distributed to a student.

The Superintendent or designee will be responsible for implementing any procedures necessary to protect the privacy of participating students and to provide parents with access to surveys within a reasonable time before administration or distribution.

The School District will notify parents of this policy at least annually at the beginning of the school year and within a reasonable time of any substantive change in policy. Where practical, the District will also directly notify parents annually at the beginning of the school year when surveys, analyses, or evaluations are scheduled or anticipated. Parents shall have the opportunity to opt their child out of participation in any survey, analysis, or evaluation. Students who are 18 years of age or older may opt out of such surveys, analyses, or evaluations.

Parents or eligible students who believe their rights have been violated may file a complaint with the Family Policy Compliance Office of the U.S. Department of Education.

LEGAL REF.: Protection of Pupil Rights Amendment, 20 U.S.C. § 1232h

CROSS REF.: JRA, Student Records

SOURCE: MASC February 2018

crowdfunding

noun

crowd·fund·ing | \ 'kraʊd- fən-dɪŋ \

Definition of *crowdfunding*

:the practice of obtaining needed funding (as for a new business) by soliciting contributions from a large number of people especially from the online community

What Is Crowdfunding?

Crowdfunding is a way of raising finance by asking a large number of people each for a small amount of money. Traditionally, financing a business, project or venture involved asking a few people for large sums of money. Crowdfunding switches this idea around, using the internet to talk to thousands – if not millions – of potential funders. Typically, those seeking funds will set up a profile of their project on a website such as those run by our members. They can then use social media, alongside traditional networks of friends, family and work acquaintances, to raise money.

STANDING COMMITTEE: **GOVERNANCE AND EMPLOYEE ISSUES**

DATE OF MEETING: Monday, November 19, 2018

ITEM: Administration (August 14, 2018)

To consider approval of the following MASC policies to be included in the Policy Manual:

- JFABE - Education Opportunities for Military Children
- JFABF - Education Opportunities for Children in Foster Care
- KI - Add the section on Outside Agencies in Schools

add the term "pregnancy or pregnancy related condition" to these policies:

- AC – Nondiscrimination
- GBA – Equal Employment Opportunity
- GCF – Professional Staff Hiring
- JB – Equal Education Opportunity
- JFBB – School Choice

PRIOR ACTION:

- 8-23-18 - Mr. O'Connell made the following motion:
Request that Policy JFABF - Education Opportunities for Children in Foster Care, in Annex B, page 1, second paragraph, be amended as follows:
- Replace **the** with **this requires that**
 - Remove **to** before **designate** and
 - Add an **s** to **collaborate**
- On a voice vote, the motion was approved.
Referred to the Standing Committee on Governance and Employee Issues.

BACKUP:

- Annex A (2 pages) contains a copy of the proposed policy for JFABE - Education Opportunities for Military Children.
- Annex B (2 pages) contains a copy of the proposed policy for JFABF - Education Opportunities for Children in Foster Care.
- Annex C (1 page) contains a copy of the proposed addition to the policy for KI - Outside Agencies in Schools.
- Annex D (4 pages) contains a copy of Policies AC, GBA, GCF, JB and JFBB with the addition of pregnancy or pregnancy related condition in them.

File: JFABE

EDUCATIONAL OPPORTUNITIES FOR MILITARY CHILDREN

In an effort to facilitate the placement, enrollment, graduation, data collection and provision of special services for students transferring into or out of the District because of their parents being on active duty in the U.S. Armed Services, the District supports and will implement its responsibilities as outlined in the Interstate Compact on Educational Opportunity for Military Children. The School Committee believes it is appropriate to remove barriers to educational success imposed on children of military families because of their parents' frequent moves and deployment.

Definitions

Children of military families means school aged children, enrolled in kindergarten through 12th grade, in the household of an active duty member of the uniformed service of the United States, including members of the National Guard and Reserve serving on active duty.

Deployment means the period one month before the service members' departure from their home station on military orders through six months after return to their home station.

Education(al) records means official records, files, and data directly related to a student and maintained by the school including, but not limited to, records encompassing all the material kept in the student's cumulative folder.

The requirements, applicable to eligible students, which must be fulfilled, are listed below. Eligible students are those who are children of active duty personnel, active duty personnel or veterans who have been severely injured and medically discharged, and active duty personnel who die on active duty within one year of service. Students are not eligible for the provisions of the Compact if they are children of inactive Guard or Reserves, retired personnel, veterans not included above or U.S. Department of Defense personnel and other federal civil service employees and contract employees.

The District's responsibilities to eligible children include the following:

- Sending schools must send either official or unofficial records with the moving students and District receiving schools must use those records for immediate enrollment and educational placement.
- Simultaneously, the receiving school must request official records and the sending schools shall respond within 10 days with the records.
- Immunization requirements of the District may be met within 30 days from the date of enrollment (or be in progress).

File: JFABE

- Receiving schools must initially honor placement of students in all courses from the sending school. These include, but are not limited to, Honors, International Baccalaureate, Advanced Placement, vocational-technical, and career pathway courses if those courses are offered in the receiving school and space is available. The receiving schools must also initially honor placement of like programs to those of the student in the sending state, including, but not limited to, Gifted and Talented programs, and English as a Second Language programs. Receiving schools are not precluded from performing subsequent evaluation to ensure the appropriate placement and continued enrollment of the student in courses and programs.
- In compliance with federal law, special education students must be placed by the existing IEP with reasonable accommodations in the receiving school.
- The District will exercise, as deemed appropriate, the right to waive prerequisites for all courses and programs, while also maintaining its right to re-evaluate the student to ensure continued enrollment, as deemed appropriate.
- Students of active duty personnel shall have additional excused absences at the discretion of the District for visitations relative to leave or deployment.
- An eligible student living with a noncustodial parent or other person standing in loco parentis shall be permitted to attend the school in which he or she was enrolled while living without the custodial parent without any tuition fee imposed.
- The District high school will accept exit or end-of-year exams required from the sending state, national norm-referenced tests, or alternate testing instead of testing requirements for graduation in the District (receiving state.) If this is not possible, the alternative provision of the Interstate Compact shall be followed in order to facilitate the on-time graduation of the student in accordance with Compact provisions.

LEGAL REFS: M.G. L. 15E;
 Interstate Compact on Educational Opportunity for Military Children

Education Opportunities for Children in Foster Care

The purpose of this policy is to ensure the educational stability of students in foster care and their equal access to the same free and appropriate public education through high school graduation as provided to other students as required by law. Educational stability has a lasting impact on students' academic achievement and wellbeing, and the School Committee is committed to supporting district and community efforts to ensure that students in foster care have access to high-quality, stable educational experiences.

The law requires that foster care students continue to attend their school of origin, unless after a collaborative decision-making process it is determined to be in the student's best interest to enroll in and attend school in the district in which a foster care provider or facility is located (if different). The law also requires that when it is not in the student's best interest to remain in the school of origin, the student is immediately enrolled and attending in a new school district, even if records normally required for enrollment cannot be quickly produced. Additionally, this requires that the Department of Children and Families (DCF), The Department of Elementary and Secondary Education (DESE), and the school district designate points of contact; and also that the district collaborates with DCF to ensure that students will receive transportation to the school of origin if needed.

Best Interest Determination

Decisions about whether a student in foster care should continue to attend the school of origin should be made collaboratively by DCF, the student (as appropriate), the student's family and/or foster family (and if different, the person authorized to make educational decisions on behalf of the student), the school and district of origin, and (when different) the local district where the student is placed. Best interest determinations should focus on the needs of each individual student and take into account a variety of factors. Every effort should be made to reach agreement regarding the appropriate school placement of a student in foster care. However, if there is disagreement regarding school placement for a student in foster care, DCF will finalize the best interest determination.

The district can seek review of DCF's decision by utilizing a Foster Care School Selection Dispute Resolution Process established by DESE and DCF. Decisions made through this process are not subject to review. Under the law, to promote educational stability, students should continue to attend their schools of origin while best interest determinations are being made.

Transportation

The district of origin must collaborate with DCF on how transportation will be provided and arranged to ensure that students in foster care who need transportation to remain in their school of origin will receive such transportation while they are in foster care.

Transportation options may include using Title I funds, establishing regional collaborations among districts, coordinating with existing routes for transportation, seeking help from foster parent(s), etc. Absent other agreements between the district and DCF, the district of origin is responsible for providing transportation to and from the school of origin.

Immediate Enrollment

If it is in the best interest of a student in foster care to leave the school of origin, the student must be enrolled in school in the local school district immediately. To minimize disruption of the student's education, the law requires the district to enroll the student in a new school right away, without waiting to receive the typical student enrollment documentation (other than emergency contact information). The enrolling school must immediately contact the child's school and district of origin to obtain the relevant records and documentation, and the school and district of origin should immediately transfer those records.

To facilitate enrollment, DCF representatives will present the district with a form that indicates that the student is in foster care, along with their state-agency identification badge, when enrolling students.

LEGAL REFS: *Every Student Succeeds Act* (ESSA);
Fostering Connections to Success and Increasing Adoptions Act of 2008 (Fostering Connections Act)

FILE: KI

OUTSIDE AGENCIES IN SCHOOLS

A substantial number of community agencies have staff providing services within the Worcester Public Schools. Many grants are written by outside agencies. Some include programs and/or services for students without the full knowledge of school officials. The Worcester Public Schools has a process in place to try to minimize the number of instances in which this happens. Principals must complete the Worcester Public Schools Partnership and Grant Development form for every school-related grant activity. School Managers must approve these activities and sign the completed forms prior to any services and/or programs taking place in their schools. In addition, this form must be completed whenever any Worcester Public Schools employee writes a letter of support for an outside agency proposal. Please attach a copy of the support letter to the form and forward both documents to the Grants Office.

Also, a number of social service agencies and private vendors frequently request permission to come into the Worcester Public Schools to recruit and provide programs or services to students. Our policy requires written approval by the School Managers before any agency may deliver services, presentations or programs to pupils within the various schools (see attached Approval form). Among the reasons why this approval is necessary are:

- issues of School Department liability; (CORI checks, Fingerprinting),
- the interruption of State mandated student instructional time;
- the importance of active parental participation and understanding of the psychological and counseling services involving the child.
- programs and presentations must be researched based, and aligned with curriculum frameworks.

Principals must ensure that no agency or outside vendor is providing services to students for fees, including third-party payments, with the exception of school based health centers.

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File: AC

NONDISCRIMINATION

Public schools have the responsibility to overcome, insofar as possible, any barriers that prevent children from achieving their potential. The public school system will do its part. This commitment to the community is affirmed by the following statements that the School Committee intends to:

1. Promote the rights and responsibilities of all individuals as set forth in the State and Federal Constitutions, pertinent legislation, and applicable judicial interpretations.
2. Encourage positive experiences in human values for children, youth and adults, all of whom have differing personal and family characteristics and who come from various socioeconomic, racial and ethnic groups.
3. Work toward a more integrated society and to enlist the support of individuals as well as groups and agencies, both private and governmental, in such an effort.
4. Use all appropriate communication and action techniques to air and reduce the grievances of individuals and groups.
5. Carefully consider, in all the decisions made within the school system, the potential benefits or adverse consequences that those decisions might have on the human relations aspects of all segments of society.
6. Initiate a process of reviewing policies and practices of the school system in order to achieve to the greatest extent possible the objectives of this statement.

The Committee's policy of nondiscrimination will extend to students, staff, the general public, and individuals with whom it does business. No person shall be excluded from or discriminated against in admission to a public school of any town or in obtaining the advantages, privileges, and courses of study of such public school on account of race, color, sex, gender identity, religion, national origin, sexual orientation or disability. If someone has a complaint or feels that they have been discriminated against because of their race, color, sex, gender identity, religion, national origin, sexual orientation or disability, **pregnancy and pregnancy related condition**, their complaint should be registered with the Title IX compliance officer.

Complaints of Discrimination/Harassment should be directed to the following:

Human Resource Manager
20 Irving Street
Worcester, MA 01609
Telephone: (508) 799-3020

LEGAL REFS.: Title VI, Civil Rights Act of 1964
Title VII, Civil Rights Act of 1964, as amended by the Equal Employment
Opportunity Act of 1972
Executive Order 11246, as amended by E.O. 11375
Equal Pay Act, as amended by the Education Amendments of 1972
Title IX, Education Amendments of 1972
Rehabilitation Act of 1973
Education for All Handicapped Children Act of 1975
M.G.L. 71B:1 et seq. (Chapter 766 of the Acts of 1972)
M.G.L. 76:5; Amended 2011
M.G.L. 76:16

File: GBA

EQUAL EMPLOYMENT OPPORTUNITY

The School Committee subscribes to the fullest extent to the principle of the dignity of all people and of their labors and will take action to ensure that any individual within the District who is responsible for hiring and/or personnel supervision understands that applicants are employed, assigned, and promoted without regard to their race, creed, color, age, sex, gender identity, national origin, disability or sexual orientation, **pregnancy or pregnancy related condition**. Every available opportunity will be taken in order to assure that each applicant for a position is selected on the basis of qualifications, merit and ability.

If you believe the adverse employment action happened to you because of your race, color, religion, national origin, ancestry, sex, gender identity, age, criminal record (inquiries only), disability, **pregnancy or pregnancy related condition**, sexual orientation, genetics, active military personnel, or past involvement in a discrimination complaint, it could be discrimination.

LEGAL REF: M.G.L. 151B, (civil rights)

M.G.L. 151B Sec. 3A, (sexual harassment)

M.G.L. 149 Sec 105D, (Parental Leave)

File: GCF

Through its employment policies, the District will strive to attract, secure, and hold the highest qualified personnel for all professional positions. The selection process will be based upon awareness to candidates who will devote themselves to the education and welfare of the children attending the schools.

It is the responsibility of the Superintendent, and of persons to whom he or she delegates this responsibility, to determine the personnel needs of the school system and to locate suitable candidates. No position may be created without the approval of the School Committee. The district's goal is to employ and retain personnel who are motivated, will strive always to do their best, and are committed to providing the best educational environment for the children.

It will be the duty of the Superintendent to see that persons considered for employment in the schools meet all certification requirements and the requirements of the School Committee for the type of position for which the nomination is made.

The following guidelines will be used in the selection of personnel:

1. There will be no discrimination in the hiring process due to race, color, religion, national origin, sex, gender identity, sexual orientation, age, genetic information, ancestry, military status, or disability, **pregnancy or pregnancy related condition**.
2. The quality of instruction is enhanced by a staff with a wide variation in background, educational preparation, and previous experience.
3. The administrator responsible for the hiring of a staff member (in the case of District-wide positions, for the position of Principals, it is the Superintendent; for building-based personnel, it is the Principal) is directed to establish a representative screening committee. The administrator has the final say in determining who will be hired but it is recommended that the screening committee's input will be a factor in the decision. For those positions where the hiring authority rests with the School Committee a representative screening committee may be established by the School Committee or the School Committee may direct the Superintendent to establish a screening committee to assist the Superintendent in making his/her recommendation to the School Committee.

LEGAL REFS.: M.G.L. 69:6; 71:38; 71:39; 71:45

BESE Regulations 603 CMR 7:00, 26:00, and 44:00

EQUAL EDUCATIONAL OPPORTUNITIES

In recognition of the diversified characteristics and needs of our students and with the keen desire to be responsive to them, the School Committee will make every effort to protect the dignity of the students as individuals. It also will offer careful consideration and sympathetic understanding of their personal feelings, particularly with reference to their race, color, sex, gender identity, religion, national origin, sexual orientation, homelessness, or physical and intellectual differences, **pregnancy or pregnancy related condition.**

To accomplish this, the Committee and its staff will make every effort to comply with the letter and the spirit of the Massachusetts equal educational opportunities law which prohibits discrimination in public school admissions and programs. The law reads as follows:

No child shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges and course of study of such public school on account of race, color, sex, gender identity, religion, national origin, sexual orientation, or homelessness, **pregnancy or pregnancy related condition.**

This will mean that every student will be given equal opportunity in school admission, admissions to courses, course content, guidance, and extracurricular and athletic activities.

All implementing provisions issued by the Board of Elementary and Secondary Education in compliance with this law will be followed.

UPDATED: June 2012

LEGAL REFS.: Title VI, Civil Rights Act of 1964

Title VII, Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972

Executive Order 11246, as amended by E.O. 11375

Title IX, Education Amendments of 1972

M.G.L. 76:5; 76:16 (Chapter 622 of the Acts of 1971)

BESE regulations 603 CMR 26:00

BESE regulations 603 CMR 28.00

CROSS REF.: AC, Nondiscrimination

SCHOOL CHOICE

It is the policy of this School District to admit non-resident students under the terms and conditions of the Interdistrict School Choice Law and under the following local conditions:

1. Every school year, the administration will determine the number of spaces in each school available to choice students.
2. That by June 1 of every school year, if consideration is being given to withdraw from the provisions of the choice law, a public meeting will be held to review this decision.
3. That resident students be given priority placement in any classes or programs within the District.
4. That the selection of nonresident students for admission when the number of requests exceeds the number of available spaces be in the form of a random drawing. There will be two drawings for this purpose. The first will take place during the last week of the current school year but no later than July 1st. The second will be conducted during the week immediately preceding the opening of the next school year and will be based on the possibility of unexpected additional openings.
5. Any student who is accepted for admission under the provisions of this policy is entitled to remain in the District until graduation from high school except if there is a lack of funding of the program.
6. The School Committee affirms its position that it shall not discriminate in the admission of any child on the basis of race, color, religion, national origin, sex, gender identity, age, homelessness, sexual orientation, ancestry, athletic performance, physical disability, special need, academic performance or proficiency, **pregnancy or pregnancy related condition**, in the English language.

LEGAL REFS.: M.G.L. 71:6; 71:6A; 76:6; 76:12; 76:12B
BESE Regulations 603 CMR 26:00

ITEM: gb #8-246

STANDING COMMITTEE: **GOVERNANCE AND EMPLOYEE ISSUES**

DATE OF MEETING: Monday, November 19, 2018

ITEM: Mr. Comparetto (August 14, 2018)

Request that the School Committee amend its rules by including an item on each agenda for public comment.

PRIOR ACTION:

8-23-18 - Referred to the Standing Committee on Governance and Employee Issues.

BACKUP:

Since the members of the public have the option of filing a petition, there is no need to file an item for public comment.

STANDING COMMITTEE: **GOVERNANCE AND EMPLOYEE ISSUES**

DATE OF MEETING: Monday, November 19, 2018

ITEM: Mr. Foley/Mr. Comparetto/Miss McCullough/Mr. O'Connell
(September 25, 2018)

Request that the Administration consider the implications of excessive heat and humidity upon the learning environment in the classrooms and the schools without air conditioning and the adverse conditions for students, teachers and staff. The Administration should develop a policy to be followed when the city has experienced consecutive days of excessive heat and humidity and the conditions in many of the schools are intolerable.

PRIOR ACTION:

10-4-18 - It was moved to suspend the rules to allow Jeremy Shulkin, a teacher at University Park Campus School, to speak to the item regarding the heat and humidity in the schools on certain days and the impact it had on the learning environment. He offered suggestions such as opening the windows wider, keeping the windows open at night and considering early dismissals.
Mr. O'Connell made the following motion:
Request that the Administration consider guidelines to address the excessive heat situations in the schools and involve the CPPAC, Site Councils and principals for their input and recommendations.
On a voice vote, the motion was approved.
Referred to the Standing Committee on Governance and Employee Issues.

BACKUP:

Annex A (1 page) contains a copy of the Administration's response to the item.

The Administration recommends, based on the backup, that the item be filed.

When there is inclement weather, the WPS uses the information available from varied sources to make a decision on whether to hold school. This is done acknowledging that schools are here to provide the students an education in a safe, secure environment with caring, nurturing staff.

Regardless of the District decision, parents always have the right to keep their children home if they feel weather conditions are unsafe. In our urban District, with many working families and varied living situations, the concern with cancellation of school or a half day of school at any time during the year is the supervision and safety of students.

In August 2018, during the heat and humidity spell, there was no state of emergency. There were advisories but no area schools were closed due to the weather.

School administrators received directives from central office and Connect Ed calls were made to families during the heat spell in August 2018. Schools were provided with water stations from the nutrition office and students were also encouraged to bring water. IN addition, facilities bought fans and placed them in schools and activities were adjusted to account for the heat and humidity. The Administration is aware that staff and the EAW also provided fans for classrooms.

District staff checked on buildings and responded to all calls concerning heat levels to problem solve.

In the second semester of this year, CPPAC, Site Councils and principals will be asked for their input and recommendations to current processes and procedures.

It is expected on school days with unusual heat and humidity that:

1. Students and staff have unlimited access to water.
2. Activities are adjusted as necessary and appropriate.
3. Staff make any weather related concerns known to building administrator.
4. The building administration calls the management immediately with such concerns.
5. School Administration will be encouraged to check with nearby community partners (e.x., UPCS and Clark University) for possible heat solutions such as using available classrooms. As might happen when schools are without heat in winter, classes might have to be relocated.

STANDING COMMITTEE: **GOVERNANCE AND EMPLOYEE ISSUES**

DATE OF MEETING:

ITEM: Mr. O'Connell/Miss Biancheria/Mr. Comparetto/Mr. Foley/
Miss McCullough/Mr. Monfredo (October 2, 2018)

Request that the Administration provide an update on the education plan approval process for homeschooled children and specify when the process will be completed for the current academic year, including an update on plans to expedite the process to assure its rapid and efficient completion for 2019-20.

PRIOR ACTION:

10-18-18 - It was moved to suspend the rules to allow Joseph Forjette, Elisabeth Fleming and Maryagnes Reilly, to speak to the item regarding the homeschool approval process and requested that the unapproved proposed plans be approved.
Mr. Foley requested that the individuals present be invited to the Standing Committee on Governance and Employee Issues when the item is discussed.
Referred to both the Administration for a report on Thursday, November 1, 2018 and to the Standing Committee on Governance and Employee Issues

BACKUP:

Annex A (3 pages) contains a copy of an updated report on homeschooling.
Annex B (3 pages) contains a copy of the policy and website statement.
Annex C (4 pages) contains a copy of the elementary and secondary applications.
Annex D (2 pages) contains a copy of the procedures for homeschooling.
Annex E (1 page) contains a copy of the letter sent out to homeschool parents regarding meaningful consultation meeting.

SCHOOL COMMITTEE 11/12/18

FIRST DOCUMENT /Memo

gb #8-301 - Mr. O'Connell/Miss Biancheria/Mr. Comparetto/Mr. Foley/Miss McCullough/Mr. Monfredo (October 2, 2018)

Request that the Administration provide an update on the education plan approval process for homeschooled children and specify when the process will be completed for the current academic year, including an update on plans to expedite the process to assure its rapid and efficient completion for 2019-20.

Memo

**Updated Home Schooling Data as of November 7, 2018
Numbers will be updates at the November 19, 2018 meeting.**

153 students are currently approved for home schooling through the Worcester Public Schools (W.P.S.). (94 families)

6 returning students for school year 2018-2019 have their approval waiting pending evidence of progress. (3 families) The district informed families that staff is available to provide support to assist the families in finalizing their homeschool plans and that the staff are available by email, phone or to meet in person at a mutually convenient time to support successful submission.

3 families (4 students in total) have not responded to inquiries about re-applying and are being re-contacted via U.S. mail by the district. These families have no pending homeschool application and their children have not attended school during the current school year. Parents who fail to enroll their children in school and who do not have a homeschool plan approved are in violation of state compulsory attendance laws as referenced above.

Educational Plan, Homeschooling Approval Process

The District policy and the website statement are in Annex B.

The updated homeschooling application (11/13/18) is in Annex C.

Applicants:

Students ages 6 through 16 are expected to apply as school attendance is compulsory in Massachusetts. See MGLA Chapter 76, Sections 1, 1A, 1B and 2.

Kindergarten/children under age 6 need not file a letter of intent.

Students older than 16 need not apply.

If families submit homeschool applications for students who are over the age of 16, the District will review and issue a letter approving the application if requested by the family. Some colleges and other post-secondary programs request evidence of an approved homeschool plan for students over the age of 16. However, students over the age of 16 are not required to attend school.

Process:

Home school plans are processed as received and are required annually.

Applicants for the initial year are automatically approved when complete information for the homeschool plan is provided.

Subsequent homeschool plans are approved after the evidence of progress has been successfully submitted and the plan for the new year is received

Home school plans are reviewed during the summer months to ensure that families have approval prior to the start of the next school year. In the case of Care and Protection of Ivan, the Massachusetts Appeals Court reaffirmed the holding of the Care and Protection of Charles case in stating that “prior approval of the superintendent or [school] committee is a prerequisite of removal of children from school and to the commencement of a home schooling program.” See, Ivan, 48 Mass. App. Ct. 87, 89 (1999).

The procedure used to process homeschool plan applications in the Child Study Department is outlined in Annex D.

Homeschooling Communications Timeline for SY 18-19

In addition to the website communication and individualized responses to homeschool plans, the following meetings are planned by the W.P.S. for homeschooling families:

Wednesday, November 14, 2018: Second Annual Homeschool Meeting for “Meaningful Consultation” (Child Find Activity related to identifying and supporting children with special needs). Homeschooling families currently enrolled received an invitation via certified mail. This meeting fulfills the obligation of the District to identify eligible home school students who have an individual right to publicly funded special education services from the school district in which they reside. See Mass. Chapter 71B. See Annex E.

Tuesday, February 12, 2019 (snow date, Wednesday, February 13): WPS will hold a meeting for all current homeschooling families and for all interested Worcester residents. WPS will announce the meeting date on its website. Additionally, all homeschooling families will receive an invitation via certified mail in January inviting them to an informational meeting at South

High School from 6:00 to 7:00 p.m. to: 1. review the annual submission of a statement of progress using the 5 possible formats and 2. review the suggested timeline for re-applying to receive approval prior to opening the 19-20 school year. W.P.S. will publicize at that meeting and in communication related to the meeting that families who submit their statements of progress and re-apply for SY 19-20 by Friday, May 17, 2019, will have a response mailed and received by Friday, August 1, 2019. Please note we will use best efforts to respond as quickly as possible during the summer school break and will continue to communicate with families.

However, applications are accepted throughout the year, reviewed as received, and a response mailed by designated Child Study staff.

Please note: The use of certified mail is meant to ensure that families receive this important correspondence and that the District can demonstrate that families have been notified.

Home Schooling Statement:

The W.P.S. Homeschooling statement regarding procedures appears on the district website and was developed by Attorney Paige Tobin in alignment with case law including the 1987 SJC decision, *Care and Protection of Charles*, 399 Mass. 324 (1987). Please see: <https://worcesterschools.org/about/departments-offices/child-study-social-emotional-learning/homeschooling/> Additionally, the link from the districts Homeschooling page to the Worcester Public School's Homeschooling Information presentation (e.g., https://worcesterschools.org/wp-content/uploads/2018/09/wps_homeschool.pdf) lists, defines and gives examples of 5 different ways families may indicate/submit evidence of progress: 1. dated work samples, 2. report cards, 3. standardized assessments, 4. scope and sequence, or 5. narrative report. Only one format is required and, while a district may require a specific format, W.P.S. gives the option for families to choose the format they wish to submit.

In the *Charles* case, the court stated that a school district may require periodic standardized testing of children to ensure educational progress and the attainment of minimum standards. The school district and parents may agree that the family can provide other evidence of progress, such as dated work samples, report cards, scope and sequence or a narrative report.

Home Schooling

Parents/guardians who choose to educate their children at home, as allowed under Massachusetts law, can fulfill the requirements of the compulsory attendance statute by having their educational programs reviewed and accepted in advance by the Worcester Public Schools. Students must attend their assigned school until approval has been received. The notifications to homeschool (elementary and secondary versions) are available upon request from the office of the Child Study Department at (508) 799- 3175. To avoid miscommunication and to ensure compliance with the home schooling approval law, parents are requested to give this notice in writing.

Parents are expected to provide evidence of their child's home schooling program once a year. Students completing high school through home schooling programs *are* not eligible for a Worcester Public Schools' Diploma.

A student being educated through Home Schooling may have access to public school activities of an extra-curricular nature (e.g. sports, clubs) with the approval of the Superintendent or designee.

The district reserves the right to allow enrolled students to have precedence or priority over the home schooled student with regard to placement on sports teams and activities that have limited enrollment. With approval of the Superintendent or designee, and in consultation with the principal, a home schooled student may participate in sports teams and activities that have limited enrollment provided that he or she does not displace an enrolled student. Home schooled students applying to participate in district-sponsored sports must follow the athletic eligibility guidelines described on page 36.

Website Statement

The Worcester Public Schools respects the right of parents to provide their children with a home education program. The Worcester Public Schools adheres to Massachusetts' compulsory attendance laws, which provide that children must attend school or receive approval in advance by the superintendent for a home education program. Our home education approval process is consistent with state laws and district policy. Worcester understands and acknowledges the standards set forth in case law, including the 1987 SJC decision, *Care and Protection of Charles*. The decision sets forth legal standards for approval of home education programs of children of compulsory school age in Massachusetts. The Worcester Public School policy and procedures are entirely consistent with this case, in requesting that parents specifically address the following questions as part of the home education application process:

1. What is the proposed curriculum and number of hours of instruction per subject?
2. What is the competency of the individuals who will be instructing the student?
3. What textbooks, workbooks, and instructional materials will be used?
4. What procedures will be used to assess student progress and maintain a student record?

Regarding the fourth requirement, Worcester Public Schools accepts a home education proposal which includes one of the following methods of annual assessment of student progress: dated work samples; report card; standardized assessment; scope and sequence; or a narrative report. As an alternative to home testing and, at the request of parents/guardians, the District has offered the opportunity for home-taught children to participate in the annual standardized achievement battery which is typically administered at various times throughout the school year. Parents/guardians are not required to have their children participate in the school-offered standardized achievement assessments.

Parents/guardians can state on the homeschool application an alternative method of demonstrating student progress.

The Worcester Public Schools Homeschooling Information presentation contains samples of different methods that can be used as evidence of student progress. We will partner with you to determine an appropriate method to be used for your child.

If you have any questions, please contact Maura Mahoney, Manager of Social Emotional Learning at 508-799-3175.

Please Note: WPS ensures that leaders of private schools and representatives or parents of parentally-placed private school children with disabilities and representatives of home school students have opportunities to engage in "timely and meaningful" consultation. The district provides information about how students can access publicly funded evaluations and special education services.

WPS Special Education Department will provide a Request for Special Education Evaluation Form to parents or guardians who believe that their child may have a disability. The district will schedule an appointment to conduct an evaluation to determine eligibility for special education.

NEW APPLICATION _____

RENEWAL APPLICATION _____

WORCESTER PUBLIC SCHOOLS
APPLICATION TO HOME SCHOOL
Grades One through Six

ANNEX C
gb #8-301
Page 1

Student Name: _____
LAST FIRST MI

Address: _____ Worcester, MA
No. STREET ZIP

D.O.B.: _____ Or age Student ID: _____ Grade: _____
by 12/31

Name of School School Year
Attending/Attended: _____ Applying For: _____

Name of Parent/Legal Phone:
Guardian _____

Address: _____ Worcester, MA
No. STREET ZIP

HOMESCHOOLING CURRICULUM
(G.L. of MA CHAPTER 71, SECTION 1,2,3)

Recommended number of hours of instruction per week/month/year

TIME GUIDE FOR ELEMENTARY LEVEL

(minutes per week)

	Gr. 1	Gr. 2	Gr. 3	Gr. 4	Gr. 5	Gr. 6
Language Arts	300	300	300	300	300	300
English						
Spelling						
Handwriting						
Reading	300	300	300	300	300	300
Mathematics	250	250	300	300	300	300
Science	100	100	100	100	100	100
Soc.Studies/Geog/History	100	100	100	200	200	200
ART	50	50	75	75	75	75
Health/Physical Education	50	50	100	100	100	100
Music	50	50	75	75	75	75
Recess	0	0	0	0	0	0
	900	900	1050	1150	1150	1150

List the name(s) of Instructor(s) of child/children:

List names of textbooks, workbooks and other instructional aids to be used:

OVER

What lesson plans and teaching manuals will be used by instructor(s)?

Method of annual assessment of student progress?

Dated work samples

Report Card

Standardized Assessment

Scope and Sequence

Narrative Report

THIS APPLICATION IS VALID FOR ONE (1) SCHOOL YEAR ONLY. EACH YEAR A NEW APPLICATION MUST BE SUBMITTED BY THE PARENT/GUARDIAN AND APPROVED BY THE APPROPRIATE SCHOOL AUTHORITIES.

PARENT/GUARDIAN'S SIGNATURE

DATE

Please return this form to:	Worcester Public Schools Child Study Department 20 Irving Street Worcester, MA 01609 Tel: 508-799-3175 - Fax: 508-799-3178
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The Worcester Public Schools is an Equal Opportunity/Affirmative Action Employer/Educational Institution and does not discriminate regardless of race, color, gender, age, religion, national origin, gender identity, marital status, sexual orientation, disability or homelessness. The Worcester Public Schools provides equal access to employment and the full range of general, occupational and vocational education programs. For more information relating to Equal Opportunity/Affirmative Action contact the Human Resource Manager, 20 Irving Street, Worcester, MA 01609, 508-799-3020.

Please call the main office at the school if you would like this document translated into a language other than English.

Por favor, contate a secretaria central da escola caso deseje que este documento seja traduzido para o português.

Por favor, llame a la oficina central de la escuela si usted desea que este documento sea traducido al español.

Ju lutem telefononi zyren qendrore te shkolles ne se deshironi ta kini kete dokument te perkthyer ne nje gjuhe tjeter pervec Anglishtes

Xin gọi điện thoại cho văn phòng nhà trường nếu quý vị muốn tài liệu này được dịch ra một ngôn ngữ khác hơn tiếng Anh

**WORCESTER PUBLIC SCHOOLS
APPLICATION TO HOME SCHOOL
Grades 7 through 12**

Student Name: _____
LAST
FIRST
MI

Address: _____ Worcester, MA
No.
STREET
ZIP

D.O.B.: _____ Or age by 12/31 _____ Student ID: _____ Grade: _____

Name of School Attending/Attended: _____ School Year Applying For: _____

Name of Parent/Legal Guardian _____ Phone: _____

Address: _____ Worcester, MA
No.
STREET
ZIP

**HOMESCHOOLING CURRICULUM
(G.L. of MA CHAPTER 71, SECTION 1,2,3)**

<u>SUBJECT</u>	<u>HOURS PER WEEK</u>
Reading	_____
Writing	_____
English Language and Grammar	_____
Geography	_____
Science, Technology/Engineering	_____
Mathematics	_____
Music	_____
History and Constitution of the United States	_____
Health Education	_____
Physical Education	_____
Other: _____	_____
_____	_____
_____	_____

List the name(s) of Instructor(s) of child/children:

List names of textbooks, workbooks and other instructional aids to be used:

(OVER)

What lesson plans and teaching manuals will be used by instructor(s)?

Method of annual assessment of student progress:

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PARENT/GUARDIAN SIGNATURE

DATE

NOTE: High school students with approved homeschooling plans who desire to continue their education by transferring to the Worcester Public Schools may be eligible for transfer credit. Each student's course of study will be individually evaluated to determine whether transfer credit is appropriate. Please contact your high school's Guidance Office for additional information.

Homeschooled students are not eligible for a diploma from the Worcester Public Schools upon completion of 12th grade.

Please return this form to:	Worcester Public Schools Child Study Department 20 Irving Street Worcester, MA 01609 Tel: 508-799-3175 - Fax: 508-799-3178
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Xin gọi điện thoại cho văn phòng nhà trường nếu quý vị muốn tài liệu này được dịch ra một ngôn ngữ khác hơn tiếng Anh

HOMESCHOOLING PROCEDURES

1. When a call is received for a Home Schooling Application, a Homeschooling Request Sheet is created (for tracking purposes). Application is then sent out via U.S. mail or email. The District provides an application in order to make it easy for families to provide the necessary information. The District does not require the submission of a completed application as long as the necessary information is provided to the District.
2. When the Home Schooling Application is received it is stamped with child study “received” stamp.
3. In the Home Schooling Database, the received date of the application is noted and a file is created. If a file already exists, the new application and date is noted in existing file.
4. A copy of the application is given to the Manager of the Social Emotional Learning Department for approval.
5. After review of the application, the Manager of the Social Emotional Learning Department will instruct that a Homeschooling Approval Letter be sent to parent(s) or a letter stating additional information (e.g. proof of progress, etc.) is needed.
6. When the application is approved, the original application is sent to the Superintendent’s Office for the Superintendent’s signature.
7. A signed letter of approval is sent to the parent(s), the school, and the Superintendent’s Office.
8. A copy of the application with the approval letter is filed in the homeschooling file.

HOMESCHOOLING APPLICATION COVER SHEET

Date Received: _____

Date Reviewed: _____

Approval Date: _____

OR

Letter sent to Parents to request additional information _____

Sent to Superintendent for Approval Signature _____

Approval Letter sent to Parents _____

WORCESTER PUBLIC SCHOOLS

DR. JOHN E. DURKIN ADMINISTRATION BUILDING
20 IRVING STREET
WORCESTER, MASSACHUSETTS 01609-2493

DATE *October 19, 2018*

RE: MEANINGFUL CONSULTATION MEETING, November 14, 2018

This letter is being sent for the purpose of providing timely and meaningful consultation regarding your home schooled child/children who live within the geographic boundaries of Worcester and who may, or may not, have diverse learning needs.

A meeting will take place on Wednesday, November 14, 2018 at 6 p.m. in the auditorium of South High Community School, 170 Apricot Street, Worcester MA.

The agenda for the meeting includes, but is not limited to, the following topics:

- The Child Find process and how parents will be informed of the process;
- The determination of the proportionate share of federal funds available to serve children with disabilities;
- How the consultation process will take place, including how the process will operate throughout the 2018- 2019 school year to ensure that children with disabilities identified through the Child Find process can meaningfully participate in special education and related services;
- How, where, and by whom special education and related services will be provided and how and when decisions regarding services will be made.

This meeting will provide an opportunity for you to ask questions, express your views and to have those views considered by Worcester Public Schools. In order to ensure that this meeting is meaningful and relevant to your child/children, we are asking you to indicate if you will be in attendance at the meeting.

Please RSVP by calling Kay C. Seale, Manager of Special Education & Intervention Services for Worcester Public Schools at 508-799-3093. If you are unable to attend this meeting but are still interested in this process, you should contact Ms. Seale at the aforementioned telephone number

Thank you and we look forward to collaborating with you.

Very truly yours,



Kay C. Seale
Manager of Special Education & Intervention
Services
Worcester Public Schools
20 Irving Street
Worcester, MA 01609



Gregory Bares
Manager of Grant Resources
Worcester Public Schools
20 Irving Street, Room 210
Worcester, MA 01609