

**AGENDA**  
**Maynard School Committee Special Meeting**  
**Wednesday, December 9, 2020, 7:30 pm**  
**Remote Meeting**

**Posted at Town Hall**  
**12/3/20 at 12:49 pm**  
**Revised 12/7/20 at 9:17am**

(The School Committee may vote on all items listed on this agenda)

**Pursuant to Gov. Baker's Executive Order dated March 12, 2020, suspending certain provisions of the Open Meeting Law, G.L. c. 30A sec. 20, the School Committee has modified meeting procedures to ensure the safety of all participants. The public will not be allowed to physically access this School Committee meeting; video and audio will be turned off for the public. This meeting will be held via a virtual meeting (internet) using Zoom Technology.**

**All members of the public are invited to join the meeting virtually either by computer (internet) or phone at:**

**Computer Option: Join Zoom Meeting (video) <https://zoom.us/j/91572875882> Password: SC2020**  
**Choose to use Computer Audio, or join by phone at the number below:**

**Phone Option: 1-646-558-8656 Meeting ID: 915 7287 5882 Password: 768250**  
**View further instructions here: <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>**

**Meeting materials will be found on the website under School Committee - Agenda or <https://bit.ly/2XiCS4b>**

MGL 30A, Sec.20:(f) After notifying the chair of the public body, any person may make a video or audio recording of an open session of a meeting of a public body or may transmit the meeting through any medium, subject to reasonable requirements of the chair as to the number, placement, and operation of equipment used so as not to interfere with the conduct of the meeting. At the beginning of the meeting, the chair shall inform other attendees of any recordings.

- I. Call to order - Roll Call of Committee Members**
- II. Urgent Business (within last 48 hours, if required)**
- III. Policies for Review and vote consideration (IO/D/V)**
  - A. AC - Nondiscrimination:
  - B. IHBG - Homeschooling:
  - C. IKE - Promotion and Retention of Students:
  - D. JH - Student Absences and Excuses:
- IV. Policies for possible Review (to be determined at 12/8 Policy Subcommittee meeting) (IO/D/V)**
  - A. #211 - Video Surveillance: 1st reading
  - B. IJND - Access to Digital Resources: 1st reading; umbrella policy to IJNDD
  - C. IJNDB - Empowered Digital Use: 1st reading
  - D. IJNDC - Internet Publication: 1st reading
  - E. IKB/#607 - Homework: has been on hold since March
  - F. IKF/#631 - Graduation Requirements: 1st reading
  - G. JLC/#641 - Student Health Services and Requirements: 1st reading
- V. Executive Session under MGL Ch. 39, §23B, 3. To discuss strategy with respect to collective bargaining with the Maynard Education Association and the Maynard Custodial Union the since the Chair declares an open meeting may have a detrimental effect on the bargaining position; the Committee will not return to open session.**
- VI. Adjournment**

**\*IO [Info Only], P [Presentation], D [Discussion], or VR [Vote Required]**

Chairperson: Lydia Clancy  
Posted by: Colleen Andrade  
Date: 12/2/20  
Revised: 12/4/20

# **Maynard Public Schools**

## **AC - NONDISCRIMINATION**

Replaces Maynard School Committee Policy #14

The Maynard School Committee ensures equal employment and educational opportunities regardless of race, color, age, religion, national origin, sex, gender identity, marital status, veteran's status, disability, or sexual orientation in accordance with the legal references cited.

Additionally, public schools have the responsibility to overcome, insofar as possible, any barriers that prevent children from achieving their potential. The public school district 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 district, the potential benefits or adverse consequences that those decisions might have on the school community.
6. Initiate a process of reviewing policies and practices of the school district 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, disability, pregnancy or pregnancy related condition. 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, disability, pregnancy or pregnancy related condition, their complaint should be registered with the Title IX compliance officer.

Any employee or member of the school community found to have engaged in discrimination shall be subject to sanctions including, but not limited to warning, suspension, expulsion, or termination, subject to applicable procedural requirements established by law or by any collective bargaining agreements.

SOURCE: MASC

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

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](#)

BESE regulations 603CMR [26:00](#) Amended 2012

BESE regulations 603CMR [28.00](#)

CROSS REFS.: [ACA- ACE](#), Subcategories for Nondiscrimination

[GBA](#), Equal Employment Opportunity

[JB](#), Equal Educational Opportunities

**NOTE: This category is for a general policy covering all types of nondiscrimination and relating to students, staff, and others. Federal and state laws apply.**

If a policy relates to staff only, to students only, or a particular form of non-discrimination, it is better filed elsewhere. Appropriate codes for such statements are indicated by the cross-references.

Regulations pertaining to all forms of nondiscrimination -- or a procedure all persons can resort to for redress of grievances related to nondiscrimination -- would follow under code AC-R.

Law in most instances requires the official School Committee approval of regulations in this area.

# Maynard Public Schools

## **IHBG - HOMESCHOOLING**

Replaces Maynard School Committee Policy #661

The Massachusetts General Law requires the School Committee to determine whether a Homeschooling program meets the minimum standards established for public schools in the Commonwealth prior to approving such a program.

When a parent or guardian of a student below the age of 16 wants to establish a home-based educational program for their child, the following procedures shall be followed in accordance with the law.

Prior to removing the child from public school:

1. The parent/guardian must submit a written notification of the establishment of the home-based program to the appropriate administrator 14 days before the program is established, and resubmit notification on an annual basis as long as the child or children are being educated in a home-based environment.
2. The parent/guardian must certify in writing, on a form provided by the District, the name, age, place of residence, and the number of hours of attendance of each child in the program.
3. The Superintendent shall give the notice to produce records required by law if there is probable cause to believe the program is not in compliance with the law.

Factors to be considered by the Superintendent and School Committee in deciding whether to approve a home education proposal may be:

1. The proposed curriculum and the number of hours of instruction in each of the proposed subjects.
2. The competency of the parents/guardian to teach the children,
3. The textbooks, workbooks, and other instructional aids to be used by the children and the lesson plans and teaching manuals to be used by the parents/guardian.

4. Periodic standardized testing of the children to ensure educational progress and the attainment of minimum standards.

**A student being educated in a home-based program within the District may have access to public school activities of either a curricular or extracurricular nature upon approval of the Superintendent and as space allows.**

**A student, with the approval of the School Committee, may be awarded a high school diploma if they have satisfied the Dept. of Elementary and Secondary Education's competency requirements and has met the District's educational standards for graduation.**

SOURCE: MASC

LEGAL REFS.: M.G.L. [69:1D](#); [76:1](#), Care and Protection of Charles

Care and Protection of Charles - MASS. Supreme Judicial Court 399 Mass. 324 (1987)

DESE, Administrative Advisory SPED 2018-1

**ADOPTED:**

# Maynard Public Schools

## **JH - STUDENT ABSENCES AND EXCUSES**

Replaces Maynard School Committee Policy #520

Regular and punctual school attendance is essential for success in school. The Committee recognizes that parents/guardians of children attending our schools have special rights as well as responsibilities, one of which is to ensure that their children attend school regularly, in accordance with state law.

Therefore, students may be excused temporarily from school attendance for the following reasons: illness or quarantine; bereavement or serious illness in the family; weather so inclement as to endanger the health of the child; and observance of major religious holidays.

A child may also be excused for other exceptional reasons with the approval of the Principal or designee.

Recognizing the educational benefits to students of occasionally being excused from class for the purpose of participation in assemblies, course registration, field trips, class meetings, etc., each principal is authorized to schedule such activities during the school day at times which result in minimal disruption of the student's education.

A student's understanding of the importance of day-to-day schoolwork is an important factor in the shaping of his character. Parents/guardians can help their children by not allowing them to miss school needlessly.

Accordingly, parents/guardians will provide a written explanation for the absence or tardiness of a child. This will be required in advance for types of absences where advance notice is possible.

In instances of chronic or irregular absence reportedly due to illness, the school administration may request a physician's statement certifying such absences to be justified.

### **Student Absence Notification Program**

Each principal or designee will notify a student's parent/guardian on the day of the student's absence.

Each Principal or designee shall make a reasonable effort to meet with any student, and that student's parent/guardian, who has missed five (5) or more unexcused school days (a school day shall be equal to two (2) or more class periods in the same day) in a school year. The meeting shall be to develop action steps to improve student attendance and shall be developed jointly by the Principal or designee, the student, and the student's parent/guardian. The parties may seek input from other relevant school staff and/or officials from relevant public safety, health and human service, housing, and nonprofit agencies.

## Dropout Prevention

A student who has not graduated from high school and has been absent from school for ten (10) consecutive days of unexcused absence shall not be considered permanently removed from school unless the Principal has sent a notice to the student, and that student's parent/guardian. The notice shall be sent within five (5) days of the tenth consecutive day of absence and shall offer at least 2 dates and times within the next ten (10) days for an exit interview with the Superintendent or designee, the student, and the student's parent/guardian. The notice shall be in both English and the primary language of the home, if applicable. The notice shall include contact information for scheduling the exit interview and shall indicate the parties shall reach an agreement on the date/time of the interview within the ten (10) day timeframe. The timeframe may be extended at the request of the parent/guardian and no extension shall exceed 14 days.

The Superintendent or designee may proceed with any interview without a parent/guardian present, provided the Superintendent has documented a good faith effort to include the parent/guardian.

The Superintendent or designee shall convene a team of school staff to participate in the exit interview and shall provide information to the student and, if applicable, the student's parent/guardian on the detrimental effects of early withdrawal from school and the alternative education programs and services available to the student.

SOURCE: MASC February 2019

LEGAL REFS.: M.G.L. [76:1](#); [76:1B](#); [76:16](#); [76:18](#); [76:20](#)

ADOPTED:



# **Maynard Public Schools**

## **IJND - ACCESS TO DIGITAL RESOURCES**

Replaces Maynard School Committee Policy #603

The School Committee supports the right of students, employees, and community members to have reasonable access to various information formats and believes it is incumbent upon users to utilize this privilege in an appropriate manner.

### **Safety Procedures and Guidelines**

The Superintendent, in conjunction with the Director of Technology, shall develop and implement appropriate procedures to provide guidance for access to digital resources. Guidelines shall address teacher supervision of student computer or tablet use, ethical use of digital resources, and issues of privacy versus an administrative review of electronic files and communications. In addition, guidelines shall prohibit the utilization of digital resources for prohibited or illegal activities and for the use of other programs with the potential of damaging or destroying programs or data.

Internet safety measures shall be implemented that effectively address the following:

- Controlling access by minors to inappropriate matter on the Internet as defined by the Children's Internet Protection Act (CIPA) and the Children's Online Privacy Protection Act (COPPA);
- Safety and security of minors when they are using e-mail, instant messaging applications, and other forms of direct electronic communications;
- Preventing unauthorized access, including hacking, viruses, and other unlawful activities by minors online;
- Unauthorized disclosure, use, and dissemination of personal information regarding minors.

The School District shall provide a reasonable public notice to address and communicate its internet safety measures.

### **Empowered Digital Use**

All students and faculty must agree to and sign an Empowered Digital Use form prior to the student or staff member being granted independent access to digital resources and district networks. The required form, which specifies guidelines for using digital resources and district networks, must be signed by the parent or legal guardian of minor students (those under 18 years of age) and also by the student. This document shall be kept on file as a legal, binding

document. In order to modify or rescind the agreement, the student's parent/guardian (or the student who is at least 18 years old) must provide the Director of Technology with a written request.

### **Employee Use**

Employees shall use district email, district devices, and district networks only for purposes directly related to educational and instructional purposes.

### **Community Use**

On the recommendation of the Superintendent in conjunction with the Director of Technology, the district shall determine when and which computer equipment, software, and information access systems will be available to the community. All guests will be prompted to and must accept the district's Access to Digital Resources Policy before accessing the district network.

### **Disregard of Rules and Responsibility for Damages**

Individuals who refuse to sign required Empowered Digital Use documents or who violate district rules governing the use of district technology or networks shall be subject to loss or restriction of the privilege of using equipment, software, information access systems, and network.

Individuals shall reimburse the district for repair or replacement of district property lost, stolen, damaged, or vandalized while under their care.

SOURCE: MASC

LEGAL REF: 47 USC § 254

CROSS REF: IJND - P Access to Digital Resources Form

Adopted: August 2015

**Note: FCC regulations that went into effect April 20, 2001, implementing The Children's Internet Protection Act (47 U.S.C. § 254) require each school/district to certify compliance with certain policy requirements in order to maintain eligibility for Internet access discounts and other services provided by the federal government.**

# **Maynard Public Schools**

## **IJNDB - EMPOWERED DIGITAL USE POLICY**

Replaces Maynard School Committee Policy #603

### **Purpose**

The School Committee recognizes the need for students to be prepared to contribute to and excel in a connected, global community. To that end, the district provides ongoing student instruction that develops digital citizenship skillsets for using technology as a tool. Information and communication technology are an integrated part of our curriculum across subjects and grades in developmentally appropriate ways and are aligned with the Massachusetts Curriculum Frameworks and standards, including seeking knowledge and understanding; thinking critically and solving problems; listening, communicating, and interacting effectively; and engaging and competing in a global environment.

### **Availability**

The Superintendent or designee shall implement, monitor, and evaluate the district's system/network for instructional and administrative purposes.

All users shall acknowledge that they understand that using digital devices, whether personal or school owned, and the school district network is a privilege and when using them in accordance with School District guidelines they will retain that privilege.

The Superintendent or designee shall develop and implement administrative guidelines, regulations, procedures, and user agreements, consistent with law and policy, which shall include but not be limited to the following:

- Digital devices, software, and networks shall be used in school for educational purposes and activities.
- An individual's personal information (including home/mobile phone numbers, mailing addresses, and passwords) and that of others shall be kept private.
- Individuals will show respect for themselves and others when using technology including social media.
- Users shall give acknowledgement to others for their ideas and work.
- Users shall report inappropriate use of technology immediately.

These procedures shall be reviewed annually by district administration together with students and teachers and shall provide a springboard for teaching and learning around topics such as internet safety, digital citizenship, and ethical use of technology.

SOURCE: MASC

Adopted:

# **Maynard Public Schools**

## **IJNDC - INTERNET PUBLICATION**

Replaces Maynard School Committee Policy #603

### **I. PURPOSE**

The School District has established a district-wide web page that links users to web pages for the district's individual schools. The School District maintains these web pages for educational purposes only, in furtherance of the educational mission of the School District. All published pages and corresponding links to other sites must relate to the district's educational mission.

### **II. SUPERVISION AND APPROVAL OF WEB PAGES**

The Superintendent (or their designee) may select the person or persons ("the Webmaster") responsible for overseeing the school district's web pages and maintaining the web pages in a manner consistent with this policy and the school district's Access to Digital Resources Policy. The Webmaster must approve all links from the district web pages to other sites on the Internet. The Webmaster will review the links to ensure that the links are related to the district's educational mission.

Staff members may publish content related to their instruction on a teacher's website. Staff members may not publish or link to personal web pages as part of the school district web site.

Student or staff work (e.g. voice, likeness, quotes, written material, musical pieces, and graphic or other artwork) may be published on the district's web pages, as detailed below. All work that is published will be accompanied by a copyright notice written by the Webmaster that prohibits copying the work without the written consent of the copyright holder.

### **III. CONTENT STANDARDS**

All web page materials are expected to be accurate, grammatically correct, and free of spelling errors. Student work may deviate from this standard depending upon the age and grade level of the student. Web pages should be well-organized and professional in appearance. Web pages must not contain copyrighted or trademarked material belonging to others unless written permission to display such material has been obtained from the owner and the owner is credited on the school's web page.

## IV. SAFETY PRECAUTIONS

### A. In general

Identifying information about students, such as first and last names, personal phone numbers, or home addresses, will not be published. First names or first names and the first letter of the student's last name may be used where appropriate.

### B. Student photographs

- Student photographs may be published only with the written consent of the student's parent or guardian.
- Student photographs will not be accompanied by identifying information about the student(s).

### C. Student work

Student work, e.g. voice, likeness, quotes, written material, musical pieces, and graphic or other artwork, may be published only with the written consent of the student's parent or guardian.

### D. Staff photographs, identifying information, and work

- Photographs of staff members, accompanied by the staff member's full name, may be published only with the staff member's written consent.
- Staff work, e.g. voice, likeness, quotes, written material, musical pieces, and graphic or other artwork, may be published only with the staff member's written consent.

SOURCE: MASC

ADOPTED: