



## **Maynard School Committee Virtual Meeting Public Comment Guidelines**

Here are the general rules for the Committee's public comment period:

1. Any citizen wishing to make a comment during a virtual meeting may do so by:
  - a. Emailing comments in advance and up until the Citizens' Comments agenda item to [comments4SCmeeting@maynard.k12.ma.us](mailto:comments4SCmeeting@maynard.k12.ma.us). **You must state in the subject line "Public Comment"** and include your first and last name and home address to ensure your comment can be read.
  - b. Please be sure to read the guidelines below in #3.
2. Any citizen wishing to comment for a virtual public meeting shall follow these guidelines:
  - a. All public comments are limited to 3 minutes, to ensure that everyone who wishes to comment has the opportunity to be heard.
    - i. Comments read by the Chair will only be read for 3 minutes. If the submitted comments are longer, they will be cut off at the 3-minute mark.
    - ii. To ensure that all the comments are read in their entirety, it is suggested that you keep them to approximately 350 words. Submitted messages longer than 350 words will be submitted for public record regardless.
  - b. No citizen may comment more than once without permission of the Chair. As time allows, the Chair could consider allowing citizens to comment a second time, especially if it is related to a topic that has not yet been brought up.
    - i. Note that citizens can submit any additional comment(s) for the public record, by providing a copy to the Chair via email up until the end of the meeting, specifically stating their desire to have these additional comments included.
3. Please be aware that the Citizens' Comments agenda item is a devoted time for the school committee to hear from the citizenry. As such, its structure primarily supports unidirectional public recording of citizen's comments, rather than a bidirectional conversation.

# Maynard Public Schools

## BEDB-E AGENDA FORMAT (revised)

At regular meetings, the following will be the customary order of business:

1. Call to order - the roll call of Committee members
2. Approval of Minutes
3. Approval of Warrant(s)
4. Emergency Business - matters of health, safety, and welfare
5. Citizens' Comments
6. Student Representative's Report
7. Superintendent's Report
8. Chair's Report
9. Other Business - guest speakers, annual presentations, etc
10. Members' Reports & Comments
11. Adjournment

Each agenda item will be noted with its respective time allotment (in minutes) and business procedure code(s). Any items requiring a vote will be listed under its appropriate heading.

Business codes: IO - Information Only, P - Presentation, D - Discussion, VR - Vote Required/Recommended

Unofficial report outs regarding district or community events will be relayed by committee members via the Chair and included in the Chair's report.

SOURCE: MASC

Adopted: 9/3/20

Revised:

# Maynard Public Schools

## **\*NEW\*** EBCFA: Mask Wearing Protocol

The Maynard School District is committed to providing a safe environment as schools reopen during the COVID-19 pandemic. According to public health experts, one of the best ways to stop the spread of coronavirus and to keep members of our school community safe is the use of face masks or face coverings. Therefore, in accordance with guidance from the Center for Disease Control (CDC), the Department of Elementary and Secondary Education (DESE), and the Massachusetts Department of Public Health (DPH), the following requirements are in place until further notice.

A face covering that covers the nose and mouth and complies with all local, state, and federal health and safety guidelines must be worn by all individuals in school buildings, on school grounds, and on school transportation, even when social distancing is observed.

Individuals may be excused from the requirement for the following list of reasons, per CDC guidance:

The individual:

- has trouble breathing;
- is unconscious;
- is incapacitated;
- cannot remove the mask or face covering without assistance.

In addition, masks or face coverings will not be required for anyone who has a medical, behavioral, or other challenge making it unsafe to wear a face mask or face covering. A written note from a physician is required for a requested exemption. Parents may not excuse their child from the face mask requirement by signing a waiver.

Additionally, face masks or face coverings will not be required when appropriate social distancing is enforced:

- during mask breaks;
- while eating or drinking;
- during physical education classes;
- while outside.

Exceptions to this policy under certain circumstances, such as for students with medical, behavioral, or other challenges who are unable to wear masks, must be approved by the building principal in consultation with the Director of Student Services and the school nurse or local Board of Health. Face shields or physical barriers may provide an alternative in some instances.

A student's mask or face covering is to be provided by the student's family. Staff members are responsible for providing their own face coverings. However, the district will supply disposable face covering for individuals who arrive at a building, or board school transportation, without one.

If students are in violation of this policy, the building principal may administer one warning and/or the student will be removed from the school building for in-person learning until such time as they can comply with the requirement or the requirement is lifted.

Violations of this policy by staff will be handled in the same manner as other violations of the School Committee policy.

Visitors in violation of this policy will be denied entry to the school/district facility.

This policy will remain in place until rescinded by the School Committee.

LEGAL REF.: Commonwealth of Massachusetts, COVID-19 Order No. 31 -  
<https://www.mass.gov/doc/may-1-2020-masks-and-face-coverings/download>

REFS.: Center for Disease Control and Prevention – Considerations for Wearing  
Masks -  
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/loth-face-cover-guidance.html>  
Massachusetts Department of Elementary and Secondary Education –  
Reopening Guidelines - <http://www.doe.mass.edu/covid19/>  
Commonwealth of Massachusetts – Mask Up MA! –  
<https://www.mass.gov/news/mask-up-ma>

CROSS REF: EBCFA-P, Mask Wearing Specifications  
JICA, Dress Code

SOURCE: MASC – August 2020

# Maynard Public Schools

## EEA - STUDENT TRANSPORTATION SERVICES

(Formerly District Policy #311)

The major purpose of the school district's transportation services is to aid students in getting to and from school in an efficient, safe, and economical manner, in accordance with the General Laws of the Commonwealth of Massachusetts.

The school district will contract for transportation services. The School Committee will award contracts on a competitive bid basis. Bus contractors and taxi contractors, who will be held responsible for the safe operation of school buses, will comply with all applicable state laws and regulations, including but not limited to:

1. Specifications for school bus design and equipment
2. Inspection of buses
3. Qualifications and examinations of bus drivers
4. Driving regulations
5. Small vehicle requirements, if applicable
6. Insurance coverage
7. Adherence to local regulations and directives as specified in bid contracts

The Superintendent and/or their designee, working with the bus contractor and other appropriate administrators, will be responsible for establishing bus schedules, routes, stops, and all other matters relative to the transportation program.

SOURCE: MASC

LEGAL REFS.: M.G.L. [40:5](#); [71:7A](#), [B](#) and [C](#); [71:37D](#); [71:48A](#); [71:68](#); [71:71A](#); [71B:4](#); [71B:5](#); [71B:8](#); [74:8A](#); [76:1](#); [76:12Bi](#); [76:14](#)

CROSS REF.: [EEAA](#), Walkers and Riders

EEAA-P: Walkers and Riders

**NOTE:** For additional information, refer to [Guidelines to School Transportation Services in Massachusetts](#), published by the Department of Education in 1975.

Adopted:

# Maynard Public Schools

## **\*NEW\* IHB - SPECIAL INSTRUCTIONAL PROGRAMS AND ACCOMMODATIONS (PROGRAMS FOR CHILDREN WITH SPECIAL NEEDS)**

The goals of this school district's special education program, **overseen by the Superintendent and** Director of Student Services, are to allow each child to grow and achieve at their own level, to gain independence and self-reliance, and to return to the mainstream of school society as soon as possible.

The requirements of law and regulation will be followed in the identification of children with special needs, in referrals for their evaluation, in prescribing for them suitable programs and in assessing their educational progress. In keeping with state requirements, all children with special needs between the ages of three to twenty-two who have not attained a high school diploma or its equivalent will be eligible for special education.

The School Committee believes that most children with special needs can be educated in the regular school program if they are given special instruction, accommodations and the support they need. These children should also be given the opportunity to participate in the school district's non-academic and extracurricular activities.

The Committee recognizes that the needs of certain children are so great that special programs, special classes or special schools may be necessary. When appropriate programs, services, or facilities are not available within the public schools, the Committee will provide these children with access to schools where such instruction and accommodations are available.

It is the desire of the Committee that the schools work closely with parents/guardians in designing and providing programs and services to children with special needs. Parents/guardians will be informed, and conferred with, whenever a child is referred for evaluation. In event of any disagreement concerning diagnosis, program plan, special placement, or evaluation, the parents/guardians will be accorded the right of due process.

The Committee will secure properly trained personnel to work with the children with special needs. Since the financial commitment necessary to meet the needs of all of these children is extensive, the Committee will make every effort to obtain financial assistance.

SOURCE: MASC April 2019

LEGAL REFS.: The Individuals with Disabilities Ed. Act (PL 108-446, adopted 12/03/04)

Rehabilitation Act of 1973

M.G.L. [71B:1](#) et seq.

603 CMR [28:00](#) inclusive

**NOTE: A school district's procedures for implementing Special Education laws and regulations are often too extensive to include in a policy manual. In such instances, a note can be added to the policy to point out the existence and availability of a document containing current procedures.**

# Maynard Public Schools

## **IHBA - PROGRAMS FOR STUDENTS WITH DISABILITIES**

In keeping with the intention of the state of Massachusetts to offer educational opportunities to all students that will enable them to lead fulfilling and productive lives, the District, overseen by the Director of Student Services, shall provide appropriate educational opportunities to all resident students in accordance with the requirements of state and federal statutes.

LEGAL REF.: Rehabilitation Act of 1973, Section 504

SOURCE: MASC

# Maynard Public Schools

## **\*NEW\* IHBA - OBSERVATIONS OF SPECIAL EDUCATION PROGRAMS**

1. Parents'/guardian's request to observe their child(ren), current program, or a potential placement must be made at least five days in advance with the Director of Student Services or designee and/or Principal.
2. The Director of Student Services or designee shall contact the parent(s)/guardian for initial scheduling conversation within five (5) days of receipt of the parents'/guardian's request.
3. When a parent/guardian requests an observation of a special needs student or program, the Building Team Chair or designee will seek approval from the Director of Student Services and the building principal before it is processed. Such approval may only be withheld for those reasons outlined within the law and DESE regulation.
4. The Director of Student Services or designee and/or Principal will work with the classroom teacher and the observer to set up the specifics of the observation (including, but not limited to, scheduling and placement of the observer in the classroom).
5. The number, frequency, and duration of observation periods will be determined on an individual student basis in accordance with the regulations and General Laws of the Commonwealth of Massachusetts. The start and end time of observation periods and a schedule of observation periods will be stated in advance. In order to minimize classroom or student disruption, the length of individual observation periods may be limited.
6. If the observer is not the parent/guardian, the parent/guardian must sign a release for the individual to observe.
7. The number of observers at any one time may be limited.
8. The observer will be informed that they are not to interfere with the educational environment of the classroom. If their presence presents a problem, they will be asked to leave. This notice is particularly important since the presence of parents/guardians can influence both the performance of their child(ren) and those of others.
9. The observer will be asked to submit their report of the observation in advance of any follow-up TEAM meeting.
10. The observer will be informed that they are there to evaluate the appropriateness of a specific educational program to meet the needs of an individual child. They are not there to evaluate a teacher's ability to perform his or her contractual job duties.

11. The observer will be instructed regarding the disclosure of confidential or personally identifiable information relating to other children.

12. A school administrator, or designee, also will observe at the same time and take notes as to what is observed, paying particular attention to note anything that is non-typical concerning the period. This observation summary will be placed in the student's file and provided to the parent(s)/guardian prior to any follow-up TEAM meeting.

LEGAL REF.: MGL [71B:3](#)

Massachusetts Department of Elementary and Secondary Education Technical Assistance Advisory SPED 2009-2 dated January 8, 2009

CROSS REF.: [KI](#), Visitors to Schools

SOURCE: MASC

**ADOPTED:**

NOTE: The following quotes from the DESE Advisory are important points of understanding the implementation of this policy.

"School districts and parents/guardians have reported that, typically, observations are between one and four hours. While useful as a general rule, the Department recommends that district policies and practices specify that the duration and extent of observations will be determined on an individual basis. Districts should avoid rigid adherence to defined time limits regardless of the student's needs and settings to be observed. The complexities of the child's needs, as well as the program or programs to be observed, should determine what the observation will entail and what amount of time is needed to complete it. Discussion between school staff and the parent/guardian or designee is a good starting point for resolving the issue."

"The observation law states that districts may not condition or restrict program observations except when necessary to protect:

- o the safety of children in the program during the observation;
- o the integrity of the program during the observation;
- o and children in the program from disclosure by an observer of confidential or personally identifiable information he or she may obtain while observing the program."

# Maynard Public Schools

## IHBF - HOMEBOUND INSTRUCTION

(Maynard District Policy #526 - Homebound/Hospital Instruction)

The Maynard Public Schools may furnish homebound instruction to any student who must remain at home or in a hospital on a day or overnight basis, or any combination of both, for medical reasons and for a period of not less than 14 school days in any school year. The instruction is designed to provide maintenance in the basic academic courses so that when a student returns to school they will not be at a disadvantage because of the illness or the hospitalization.

To qualify for the program, the student needs a written statement from a medical doctor requesting the homebound instruction, stating the reasons why, and estimating the time the student will be out of school. This statement needs to be sent to the Director of Student Services.

Homebound instruction is offered in basic elementary subjects and in secondary subjects which do not require laboratories and special equipment, subject in all cases to the availability of qualified teachers. Certified teachers shall be assigned to homebound instruction by the Superintendent or designee.

LEGAL REF.: 603 CMR [28.03](#) (3)(c)

SOURCE: MASC - June 2020

CROSS REF: IHBF-P Homebound Instruction Procedures (formerly Maynard District Policy #526 Homebound/Hospital Instruction)

Adopted:

# Maynard Public Schools

## **\*NEW\* JLCC COMMUNICABLE DISEASES**

The District is required to provide educational services to all school-age children who reside within its boundaries. By law, however, admission to school may be denied to any child diagnosed as having a disease whereby attendance could be harmful to the welfare of other students and staff, subject to the District's responsibilities to students with disabilities under the law.

The School Committee recognizes that communicable diseases that may afflict students range from common childhood diseases, acute and short-term in nature, to chronic, life-threatening diseases.

Management of common communicable diseases shall be in accordance with the Massachusetts Department of Health guidelines. A student who exhibits symptoms of a communicable disease may be temporarily excluded from school attendance. The District reserves the right to require a physician's statement authorizing the student's return to school.

The educational placement of a student who is medically diagnosed as having a life-threatening communicable disease shall be determined on an individual basis in accordance with this policy and state and federal regulations pertaining to 504 and IEP services and any applicable administrative procedures. Decisions about the proper educational placement shall be based on the student's behavior, neurological development, and physical condition; the expected type of interaction with others in a school setting; and the susceptibility to other diseases and the likelihood of presenting risks to others. A regular review of the placement decision shall be conducted to assess changes in the student's physical condition, or based on new information or research that may warrant a change in a student's placement.

In the event a student with a life-threatening communicable disease qualifies for disability services under state and federal law, the procedures for determining the appropriate educational placement in the least restrictive environment shall be used in lieu of the procedures designated above.

Neither this policy nor the placement of a student in any particular program shall preclude the administration from taking any temporary actions including removal of a student from

the classroom as deemed necessary to protect the health, safety, and welfare of the student, staff, and others.

In all proceedings related to this policy, the District shall respect the student's right to privacy. Only those persons with a direct need to know shall be informed of the specific nature of the student's condition. The determination of those who need to know shall be made by the Superintendent.

SOURCE: MASC February 2019

LEGAL REF.: M.G.L. [71:55](#)

Adopted:

# Maynard Public Schools

## **KHB-A Display of Signs at School Athletic Fields**

(Formerly District Policy #707 Display of Signs at Alumni Field)

1. The Superintendent is the approving authority for the placing of signs on any fence, and shall not approve banners that are offensive or foster a negative image of Maynard or the Maynard Public Schools. The Superintendent can withdraw approval at any time.
2. Prior to placing a sign, the organization will provide the Superintendent with the name and location of the organization, the purpose of the sign, the dates during which it will be displayed, a graphic mock-up of the sign, and a point of contact for further follow-up, if necessary.
3. Prior to contacting the Superintendent, the organization must secure permission in writing from the School Committee or District Business manager to be allowed to display a sign on any District-owned property.
4. Only Maynard-base nonprofit organizations; regional, state, national and international nonprofit organizations with Maynard chapters, and federal, state, and local governmental agencies shall be permitted to display banners.
5. A banner may not promote alcohol, tobacco, pharmaceuticals, supplements, gambling, or weapons. However, a banner will not be rejected just because the organization or location of the event supports or sells any of these items or mentions them in the name of the organization or location.
6. A banner may not contain any reference to contraband or sexually explicit material, or material that is discriminatory in nature in terms of race, religion, nationality, sexual orientation, gender, or disability.

CROSS REF: KHB, Advertising on School Property; KHB-P, Display of Signs at School Athletic Fields

Previous Version (#707) Approved: 1/22/15

Earlier Versions (#707): 9/08, 9/07, 3/04

Cross References: #16, 641, 643, and 706

Adopted:

# Maynard Public Schools

## **\*NEW\* EEAA - WALKERS AND RIDERS**

The Maynard School Department will provide transportation for Maynard students, who live in town, to and from their home and school. The School Committee may adopt a fee to transport students not meeting the mandatory transportation requirements specified by Mass General Law. The fee will not apply to students meeting the following criteria:

- Grades K-6 students living at least two miles from school,
- Students with special needs for whom transportation must be provided

All other students desiring transportation will be accommodated on a first-come-first-served basis, as determined by the time and date stamp on the bus registration and the fee (if required) is paid, and until bus capacity is reached. Buses will travel only on town accepted and maintained roads.

The Superintendent and/or their designee shall develop bus routes with a consistent methodology for designating bus stops. The procedure will be kept as a written procedure (EEAA-P) for review by the School Committee and public. Exceptions to the written procedures may be made to accommodate special circumstances. The special circumstances will be documented and should be time-limited to the specific need. The Administration shall apply consistency in granting exceptions.

Students may be required to walk to a designated bus stop depending on road and traffic conditions. Students living near their school are encouraged to walk if conditions warrant. Kindergarten students, at drop-off, must be met by a parent/guardian/adult care-provider otherwise the student will remain on the bus and be transported back to the school at the end of the bus run. The parent/guardian will be then notified to pick up the student. Upon written parental request, students may be transported to and from a child care setting within the town on a regular basis.

Students are expected to follow established standards of behavior while waiting for and riding the bus. After an initial warning, riding privileges may be suspended by the school administration in which case the parent will be responsible for the student's transportation.

The law requires the Maynard Public Schools to make available transportation for certain students in Grades K-6 who live two (2) or more miles from school, yet it does not relieve the parents or guardians of any student who is transported of the responsibility of supervision until such time as the student boards the bus in the morning and after the student leaves the bus at the end of the school day. Once the student boards the bus, and only at that time, does he or she

become the responsibility of the Maynard Public Schools. Such responsibility shall end when the student disembarks at his or her regular bus stop at the end of the school day.

Exceptions to these guidelines may be made at the discretion of the Superintendent. This will apply particularly to any student who must travel in a hazardous area to and from school. These students will be transported regardless of the mileage limits listed.

SOURCE: MASC August 2016

LEGAL REFS.: M.G.L. [40:5](#); [71:7A](#); [71:68](#); [71B:5](#)

CROSS REF.: [EEA](#), Student Transportation Services

EEAA-P, Walkers and Riders

**NOTE: The cross reference is to a related policy in this manual. Depending on the content of a policy on walkers and riders, additional legal references may be necessary. Only the most important references were cited above. Review the legal citations at EEA for possible addition to any local policy adopted at this code.**

**Adopted:**

# Maynard Public Schools

## KI - VISITORS TO THE SCHOOL

(Formerly District Policy #210)

The School Committee welcomes parents/guardians and guests to visit classrooms to observe and learn about the instructional programs taking place in our schools. Such visits can prove most beneficial in the promotion of greater school-home cooperation and community understanding of how we carry out the school district's mission and goals.

The following guidelines for classroom and school visits should be followed:

1. Requests for classroom visitations by parents, guardians, or students will be welcomed as long as the educational process is not disrupted. To this end, we request that such requests be made to the building principal at least forty-eight hours in advance to obtain permission and allow for proper arrangements to be made.
2. The building Principal has the authority to determine the date and times of the visits. This will be done in consultation with staff members so as to give adequate notice to the staff members of the impending visits.
3. For security purposes, it is requested that all visitors report to the Principal's office upon entering and leaving the building, sign a guest log showing arrival and departure times, and wear a sticker or badge identifying them as "Visitor". Teachers are encouraged to ask visitors if they have registered in the Principal's office.
4. Under ordinary circumstances, classroom visits will be strongly discouraged during the first three weeks of school in September and during the month of June.
5. Any student who wishes to have a guest in school MUST ask permission of one of the administrative staff 24 HOURS in advance of the proposed visit. If permission is granted, the guest is expected to follow the standards of behavior expected of all students. Upon arrival, the guest must register in the office. Any guest who fails to comply with student regulations will be asked to leave the school building and grounds immediately.
6. No visitor permission will be granted to persons who have been excluded from the school, or to previous visitors who have been uncooperative with school personnel or have disrupted instruction or function of the school.

CROSS REF.: [IHBAA](#), Observations of Special Education Programs

SOURCE: MASC October 2016

Adopted:

Policies ACAB, IJNB, IJNDB and IJNDC need further review by the Policy Subcommittee