

**POLICY COMMITTEE
MEETING
AGENDA**

February 15, 2023 4:00 pm

Location: Wm. Jordan Conference Room, Town Hall 320 Ocean House Ave., Cape Elizabeth

Committee Members present: Kathleen Curry-Sparks, chair; Heather Altenburg; Caitlin Sweet;

Others present: Michelle McClellan, Assistant Superintendent

Committee Norms

- Be respectful
- Share the air
- Aim for consensus
- Aim to conclude at set time (1 hour)
- Reach consensus on policy revision prior to moving the policy to the School Board for readings and approval.

Old Business

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

Minutes:

Recently the Superintendent has received a request from staff to bring certified therapy dogs to school as a resource for students. Since the Board does not currently have a policy to guide this provision, it is recommended that the Board consider development and adoption. Committee members had extensive discussion about the benefits and risks associated with animals in the schools and support developing and adjusting our policies to allow for this practice while ensuring the safety of students - both physically and emotionally. No additional comments have been received since the second reading of the policy.

Action:

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

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

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

New Business

- [AC-R](#) - Grievance Procedure for Persons with Disabilities

Minutes:

The MDOE, as part of its review process with Federal regulations, recommends the grievance procedure be in support of [Policy AC - Non-Discrimination/ Equal Opportunity Affirmative Action](#). The procedure is currently coded as Policy IHBAL in the CESD Policy Manual. No changes to language are needed at this time.

Action:

Move Policy Procedure AC-R to the March 14, 2023 agenda of the School Board Regular Business Meeting for Approval.

- [ADC](#) - Smoking & Possession of Tobacco Products/Electronic Smoking Devices

CAPE ELIZABETH SCHOOL DEPARTMENT

Updated language is needed to align with current statutory requirements, our Wellness Policy and the increased use of vaping devices.

Action:

Move Policies ADC to the March 14, 2023 agenda of the School Board Regular Business Meeting for First Reading.

- [JICH](#) - Student Use of Alcohol, Drugs, Tobacco and Other Prohibited Substances

In review of the policies and procedures addressing prohibited substances use, there is a need to align language and emphasize the importance of education in response to violations.

Action:

Move Policies JICH to the March 14, 2023 agenda of the School Board Regular Business Meeting for First Reading.

- [JICH-R](#) - Student Use of Alcohol, Drugs, Tobacco and Other Prohibited Substances Procedure

This is the administrative procedure used to accompany JICH. It does not require Board action; it will be included in the School Board meeting packet as a means of informing the Board.

Other

- Meeting dates - March 30 2023, April 26, 2023, May 24, 2023

Policies for upcoming review:

- [III](#) - High School Co-Curricular and Extracurricular Activities Eligibility and Code of Conduct
- Public Information Program Policy

Given the change in law and Policy BHC, the Committee will consider development of policy to address public communication and information. MSMA has sample policy to guide the discussion and to assist in determining if policy development is recommended. ([KDA](#) - Public Information Program) The committee will revisit this policy at an upcoming meeting.

Adjourn Meeting Time:

Next Meeting: March 30, 2023

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Policies in need of review/development

- ACAC - Service Animals in the Schools
- [ACAD](#) - Hazing
- [ADC](#) - Smoking & Possession of Tobacco Products/Electronic Smoking Devices
- [BBAA](#) - School Board Powers and Responsibilities (Update needed)
- [Administration of Naloxone \(Narcan\) in Schools](#)
- Use of Social Media
- [DJ/DJ-R](#) - Bidding Purchasing Requirements (We have this under DJE)
- [DJH](#) - Purchasing and Contracting: Procurement Staff Code of Conduct
- [EBCA](#) - Comprehensive Health and Safety Emergency and Management Plan - 2/23
- [ECB](#) - Pest Management
- [EEAEEA/EEAEEA-R](#) - Drug and Alcohol Testing of School Bus Drivers/Procedures 2/23
- [GBN](#) - Family Medical Leave
- [GBO](#) - Family Care Leave
- [GCSA/GCSA-R](#) - Employee Computer and Internet Use/Procedure
- [IGA](#) - Curriculum Development
- [IHBAK](#) - Life Sustaining Emergency Care
- [IHBG](#) - Home Instruction Program
- [IHBGA](#) - Home Schooling - Participation in School Programs
- [IHCDA](#) - Post-Secondary Enrollment Options
- [III](#) - Selection of Educational Material
- [IJNDB/IJNDB-R](#) - Student Computer and Internet Use/Procedure
- [IKE](#) - Promotion, Retention, & Acceleration of Students/Progress Through Grades
- [IMG](#) - Animals in Schools
- [IMGA](#) - Service Animals in Schools- MSMA
- [IMBG](#) - Therapy Dogs and other animals in Schools - Gorham School Dept.
- [IEA](#) - Compulsory Student Attendance
- JHD - Suspension of Students
- [IIC](#) - System-Wide Student Code of Conduct
- [IICH](#) - Drug and Alcohol Use
- [IICIA](#) - Weapons, Violence and School Safety
- [IICK](#) - Bullying and Cyberbullying in Schools (MSMA Sample)
- [IJIF](#) - Management of Concussions and Other Head Injuries
- [JKE](#) - Expulsion of Students
- JKE-R - Expulsion Guidelines
- [JKF](#) - Disciplinary Removal of Students with Disabilities
- [JKF-R](#) - Disciplinary Removal of Students with Disabilities Administrative Procedure
- [JLCB](#) - Immunization of Students
- [JLCC](#) - Communicable/Infectious Diseases
- [JLCD](#) - Administering Medications to Students
- [JLCDA - MSMA](#) - Medical Marijuana in Schools
- [JLDBG](#) - Reintegration of Juveniles from Correctional Facilities

- [JLF](#) - Child Abuse Reporting, Prevention, and Education
- [JRA](#) - Student Records and Information
- [KBF](#) - Parent Involvement with Title I
- [KDA](#) - Public Information Program