

SCHOOL COMMITTEE: POLICY SUBCOMMITTEE MEETING

Present: School Committee
Melissa Keefe, Leah Palmer, and Andrea Thorrold
District Administration
Lori Duerr, Sonia Tellier, and Anne Barnes

Absent: Terri Medeiros

Date: Monday, June 15, 2020

This meeting was conducted virtually via Zoom.

1. Annual Student/Family Handbook Review

✓ Review and Discussion of Falmouth High School's Handbook

This handbook was chosen to review first as changes within it are largely consistent across all of the district's handbooks. Revised, discussed, and updated sections appear in the annotated list that follows:

- Nondiscrimination: References to policies AC, ADA; language is updated to correspond with those updated policies.
- Asbestos: District contact was updated.
- Attendance: Unintended consequences of the language was discussed at length. Andrea noted that people feel their children need to achieve perfect attendance, pushing through to attend school when they are sick. Members determined that certain policies can be amended temporarily due to the COVID pandemic.
- Parking: Is a stand-out from other school handbooks. Members discussed changing the fee; however, due to COVID, there will be no parking fees in 2020 - 2021. Aside from the one year waiving of the fee, other decisions will be postponed.
- Emergency closures: Appropriate channels / contacts were updated
- Directory information: Height and weight references were discussed; Sonia will follow up with Kathleen Burke.
- Food Services: Reviewed, updated by Andrea Burnes.
- Transportation: COVID factors into this, and state guidance will affect this section.
- Delete: "About FHS" section beginning on page 46 in working draft; "Registration for New Students" on page 51 in working draft; and "Opportunities for Parents/Guardians" on page 52 in working draft
- Clubs – verified; Student Government – keep; Athletics – verify listed teams. Add unified sports on pages 59 - 60 in working draft.
- Academic info: Change GLL to Curriculum Council.
- Field trips: Information appears in two places; move second appearance up from page 72 in the current draft to first appearance in "Attendance" section.
- Homework: Guidelines are being revised; the current language largely overlaps that in the extra help section. Change the language to "missed work."
- Academic Dishonesty: The section will change to "Academic Integrity" in line with the restorative orientation being embraced by the district in the coming year.

During the review of the FHS Handbook, questions arose about our committee's ability to approve a dynamic handbook that changes with updates and whether or not we can abbreviate the approval process. It was suggested that there be a "one stop" COVID Add-On section that is dynamic in response state guidance. Discussion included the timing of handbook publication and the demand for these significant changes. Lori suggested that if use of a publisher for the two schools who publish their handbooks inside of their agendas is eliminated, the timeline to get to the first read can be extended. Final guidance regarding reopening schools is forthcoming. A first read of the handbooks and the COVID Add-On could be ready for a first read at the second School Committee meeting in July. Extra help needs to be referenced in the COVID Add-On document. Tardies can be referenced in the COVID Add-On and crisis guidance. Information regarding Extracurricular activities can ebb and flow all year.

Members confirmed that handbooks typically are sent home upon enrollment; FHS sends them out with Freshmen; Lawrence and Morse Pond include them in the agendas. In addition, accessibility was discussed; the documents are connected to tabs on the website; they are translatable, and certain tabs can be unpublished (e.g., attendance) if they are affected by the COVID Add-On.

2. Other: Upcoming Information

- Anticipated Agenda for Meeting on Tuesday, June 30, 2020; 3 – 5 pm
 - ✓ Continue Annual Student/Family Handbook Review
 - ✓ Other

Respectfully Submitted by,

Sonia L. Tellier
Assistant Superintendent

Anne Barnes
Assistant Director of Special Education