

Basics of Policy MASC/MASS Conference November 2015



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What do Committees Do?

School Committees . . .
Govern!

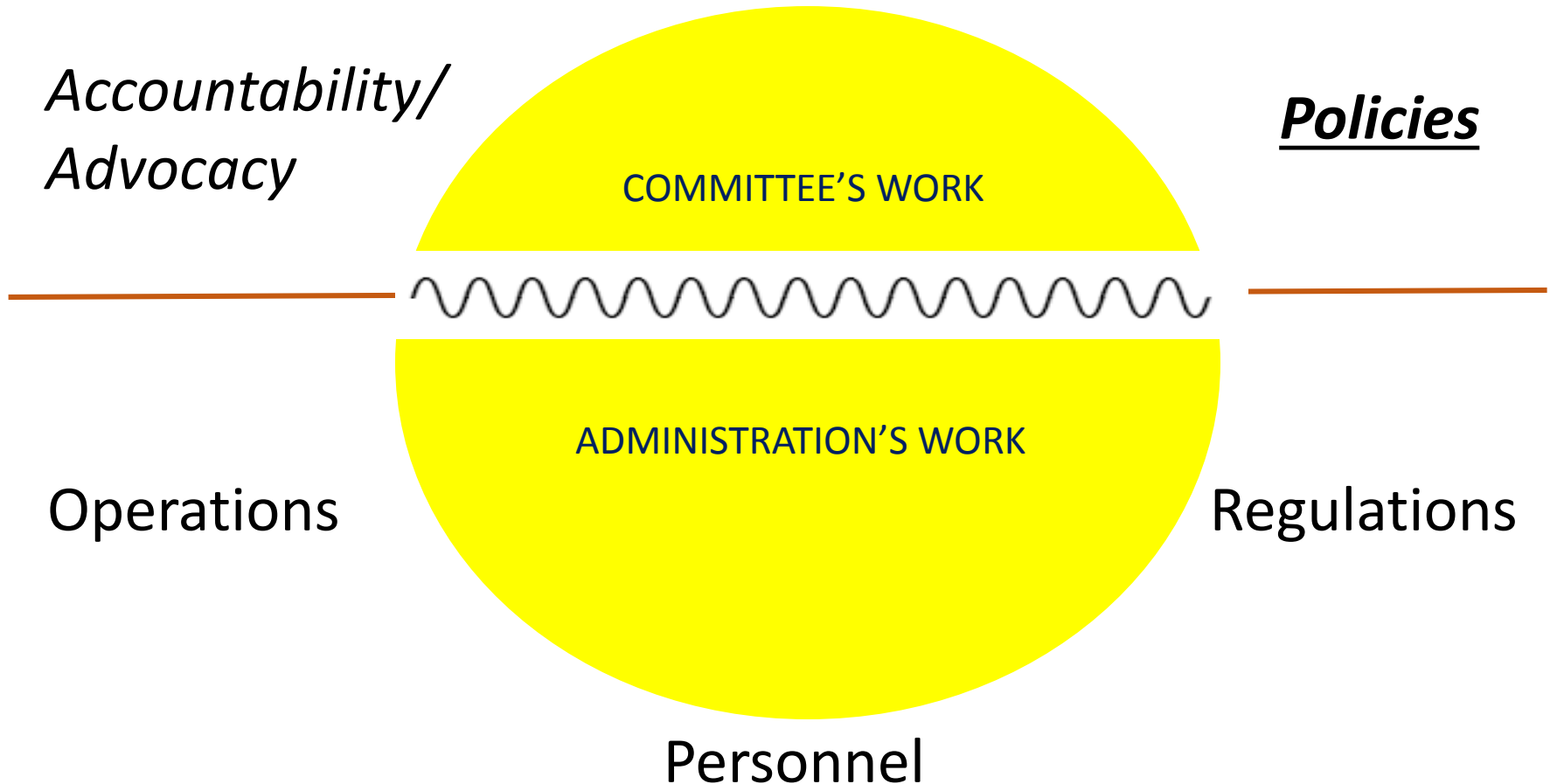


Superintendents . . .
Manage!



Division of Labor

*Goals, vision, mission for
Student Achievement*



Who Does What?

The Committee

- Superintendent
- Vision & Goals
- Policies
- Budget
- Approves contracts
- Monitors progress
- Advocacy
- Decides what, why

The Superintendent

- Staff
- Action plans
- Regulations
- Expenditures
- Employee relations
- Reports progress
- Advocacy
- Decides how, when

= End results (Ends)

= Methods (Means)

Roles Defined

- State
Statutes/Regulations
- School Committee
Policy
- Superintendent
Contract
- Job Description
- Institutional History
- Operating Protocols



NSBA Definition of Policy

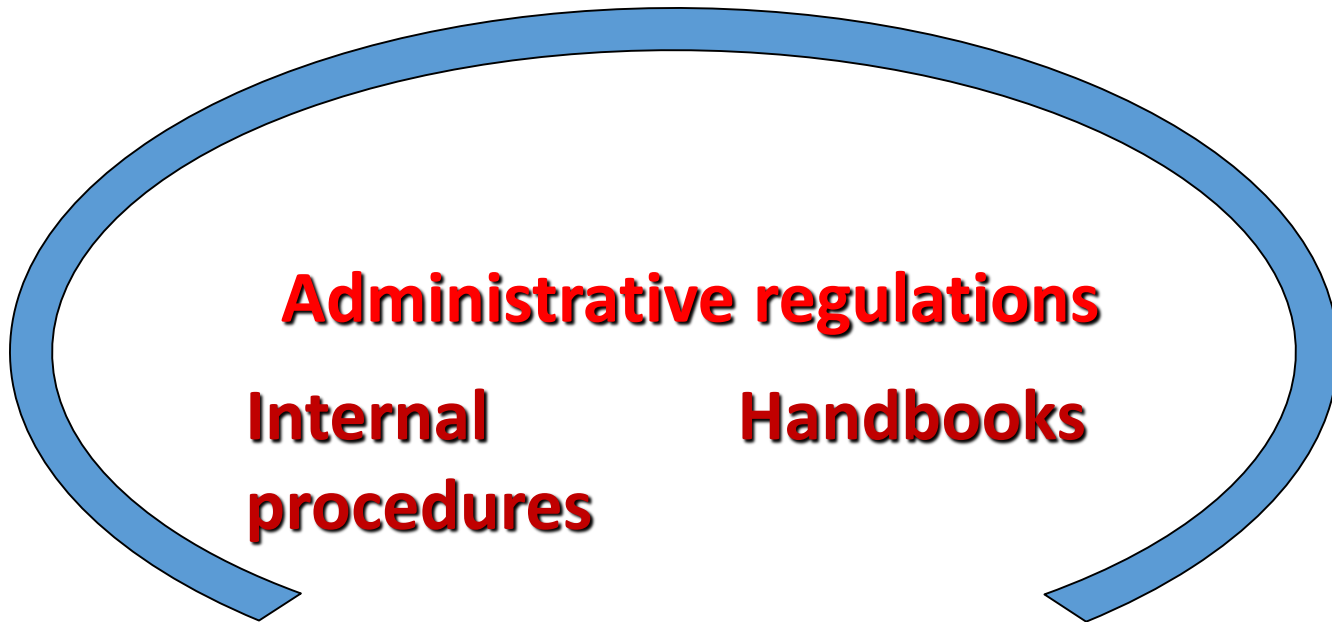
School Committee policies are statements which set forth the purposes and prescribe in general terms the organization and program of a school system.

They create a framework within which the Superintendent and his/her staff can discharge their assigned duties with positive direction. Policy tells what is needed.



**Not everything that is required, is
required to be in policy!**

Policy



What is Policy?

- A guideline adopted by the Committee to chart a course of action
- Broad enough to allow administrative discretion; specific enough to give clear guidance
- Policy is the what and the why

NEPN

(National Education Policy Network)

Recent policy updates:

- [EBC Emergency Plans Policy](#)
- [ECAF Security Cameras in Schools](#)
- [IJND Access to Digital Resources](#)
- [IJNDB Empowered Digital Use Policy](#)
- [IJNDC Internet Publication](#)
- [JKAA Physical Restraint](#)
- [ADDA Background Checks Policy](#)
- [DJE Bidding Requirements Policy](#)
- [GCCD Domestic Violence Leave Policy](#)
- [JH Student Absences and Excuses](#)
- [JIC Student Discipline Policy](#)
- [JII Student Complaints and Grievances](#)
- [JK Student Conduct](#)



EMERGENCY PLANS

Advance planning for emergencies and disasters is essential to provide for the safety of students and staff; it also strengthens the morale of all concerned to know that plans exist and that students and staff have been trained in carrying out the plans. The Superintendent will develop and maintain plans that meet the requirements of state law for preparedness in case of fire, civil emergencies, and natural disasters. The Superintendent shall develop, in consultation with school nurses, school physicians, athletic coaches, trainers, and local police, fire and emergency personnel, an Emergency Medical Response Plan for each school in the district. Each Plan shall include:

A method establishing a rapid communications system linking all parts of the school campus, including outdoor facilities, to local Emergency Medical Services along with protocols to clarify when EMS and other emergency contacts will be called.

A determination of EMS response times to any location on the campus.

A list of relevant contacts with telephone numbers and a protocol indicating when each person shall be called, including names of experts to help with post-event support.

A method to efficiently direct EMS personnel to any location on campus, including the location of available rescue equipment.

Safety precautions to prevent injuries in classrooms and on the school campus.

A method of providing access to training in CPR and first aid for teachers, athletic coaches, trainers, and other school staff which may include CPR training for High School students; provided that School Committees may opt out of instruction in CPR pursuant to Section 1 of Chapter 71.

In the event the school possesses Automated External Defibrillators (AEDs), the location of all available AEDs, whether the location is fixed or portable, and a list of personnel trained in its use.

The Superintendent shall annually review the response sequence with local police and fire officials. Plans shall be submitted to local police and fire officials and the DESE at least every 3 years by September 1 or when changes occur. Plans must be updated in the case of new construction or other physical changes to the school campus. Building Principals will meet all requirements for conducting fire drills and Emergency Response drills (at least once per year) to give students practice in moving with orderly dispatch to designated areas under emergency conditions, and the staff practice in carrying out their assigned responsibilities for building evacuation.

LEGAL REF: M.G.L. 69:8A, Section 363 of Chapter 159 of the Acts of 2000, Section 7 of Chapter 284 of the Acts of 2014

CROSS REF.: EBCD, Emergency Closings

JL, Student Welfare

JLC, Student Health Services and Requirements

SOURCE: MASC August 2015

SECURITY CAMERAS IN SCHOOLS

The School Committee works to maintain a safe and secure environment for its students, staff, visitors, and facilities. Security means more than having locks and making certain that doors are locked at the proper times. Security also means minimizing fire hazards, reducing the possibility of faulty equipment, keeping records and valuables in a safe place, protection against vandalism and burglary, the prosecution of vandals, and developing crisis plans.

School facilities and their contents, constitute one of the greatest investments of the community. The School Committee believes it to be in the best interest of students and taxpayers for the district to exert every reasonable means to protect the investment adequately.

In pursuit of this objective, the School Committee authorizes the use of security cameras in school district buildings and on its property to ensure the health, welfare and safety of all students, staff and visitors, to deter theft, vandalism and other negative behavior, to safeguard district buildings, grounds and equipment, and to monitor unauthorized individuals in or on school property. Security cameras may be used in locations as deemed appropriate by the Superintendent of Schools in consultation with school officials as well as local law enforcement and emergency response agencies. They may be used in any area, inside or outside of school buildings where there is no reasonable expectation of privacy.

The district shall notify students and staff through student and employee handbooks and appropriate signage that security cameras have been installed and may be used at any time. Students or staff identified on security cameras in violation of School Committee policies will be subject to disciplinary action.

The Superintendent shall ensure that proper procedures are in place and are followed regarding use, viewing, disclosure, retention, disposal and security of video recordings or photographs from security cameras in accordance with applicable laws and regulations. A video recording used for security purposes in school district buildings and/or on school property shall be the sole property of the school district. All video recordings will be stored in their original format and secured to avoid tampering and to ensure confidentiality in accordance with applicable laws and regulations. Access to video recordings from security cameras shall be limited to school administrators (Superintendent/designee, School Principal/designee). Law enforcement and emergency response officials shall be granted access to video recordings or the security system after giving prior notice to the School Superintendent/designee.

The Superintendent may, from time to time, issue further guidance that is consistent with current laws and this policy.

SOURCE: MASC

Adopted: August 2015

What Policy is Not

- Detailed direction
- Procedures
- Process
- Forms, job descriptions, fee lists, etc.



What is a regulation or procedure?

- Detailed directions
- Developed by administration
- Reviewed by the Committee (if required)
- Puts policy into practice
- Tells how, by whom, where and when things are to be done



When Reviewing Current Policy ASK:

- Is it legal ?
- Does it reflect current practice?
- Is it working? If not, what needs to be changed?
- Do we need it? Don't be afraid of repealing policies that are no longer relevant. (Sometimes “less is more”)



Policies Under Review

The Massachusetts Association of School Committees

When Reviewing Policy Check These:

- Policy Manual
- Collective Bargaining Agreements/Contracts
- Parent/Student Handbooks
- Staff/Employee Handbooks
- Budget document



MASC Policy Services Overview



Policy Reference Manual - online, searchable
paper copy available for a fee

Subscription Services (dues)

Policy Update newsletter

Manual maintenance (online)

Individual Policy guidance

Contract Policy Review Service (Fee)

Policy 21 Online Policy Service (Fee)

Online Policy Review Service (Fee)

The Massachusetts Association of School Committees