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Webinar ID: 997 3093 6497

The following items will be discussed at the meeting of the Standing Committee on Governance and Employee Issues to be held virtually on Monday, September 14, 2020 at 4:00 p.m. in Room 410 of the Durkin Administration Building:

gb #0-264 - Ms. Novick/Mrs. Clancey/Ms. McCullough (August 17, 2020)

Consider and redraft as necessary the policies and associated sections of the student handbook considered by "Pandemic Policy Specific for Back to School."

gb #0-272 - Ms. Novick/Mrs. Clancey/Ms. McCullough (August 19, 2020)

To consider proposed policy EBCFA regarding face coverings.

Committee Members
Laura Clancey, Chair
John F. Monfredo, Vice-Chair
Tracy O'Connell-Novick

Administrative Representative
Jennifer Boulais
Helen A. Friel, Ed.D.

OFFICE OF THE
CLERK OF THE SCHOOL COMMITTEE
WORCESTER PUBLIC SCHOOLS
20 IRVING STREET
WORCESTER, MA 01609

AGENDA #4

The Standing Committee on GOVERNANCE AND EMPLOYEE ISSUES will hold a meeting:

on: Monday, September 14, 2020
at: 4:00 p.m.
virtually in: Room 410 of the Durkin Administration Building

ORDER OF BUSINESS

- I. CALL TO ORDER
- II. ROLL CALL
- III. GENERAL BUSINESS

gb #9-350 - Miss McCullough/Mr. Foley/Mr. Monfredo (October 14, 2019)

Request that the School Committee work with the Clerk of the School Committee to determine 3 or 4 dates in 2020 for policy forums/conversations that will be open to the community.

c&p #0-12 - Clerk (June 21, 2020)

To consider a communication from Kwaku Nyarko relative to the Worcester Voter Registration Initiative partnering with the Worcester Public Schools to increase voter turnout in the city through community engagement, workshops, and civics lessons catered towards the youth.

c&p #0-13 - Clerk (August 18, 2020)

To consider a communication from the Racism Free Worcester Public School Group regarding nine areas of concerns.

gb #0-28 - Mayor Petty/Miss Biancheria/Mrs. Clancey/Mr. Foley/Ms. McCullough/Mr. Monfredo/Ms. Novick (January 8, 2020)

To create an Ad Hoc Subcommittee of the Worcester School Committee to consider changes to the school committee rules, meetings and agendas to make the work of the School Committee and our meetings more effective and better aligned with the focus on the strategic direction of the district. These changes should reflect best practices and address the recommendations included in the Department of Elementary and Secondary Education's report from 2017.

gb #0-59 - Ms. Novick/Mrs. Clancey/Mr. Foley (January 29, 2020)

To rewrite the Worcester Public Schools' Student Dress Code.

gb #0-93 - Administration (February 24, 2020)

To consider approval of the following updated MASC policies proposed to be included in the MASC Policy Manual:

BEDH Public Comment at School Committee Meetings
IHB Special Instructional Programs and Accommodations

gb #0-109 - Mr. Monfredo (March 16, 2020)

Request that the School Committee submit to the Clerk any proposed changes to the Rules of the School Committee.

gb #0-210 - Ms. Novick/Mrs. Clancey/Mr. Foley/Ms. McCullough (June 10, 2020)

To conduct an equity audit of the Worcester Public Schools' policies and student handbook.

gb #0-213 - Ms. Novick/Mrs. Clancey/Mr. Foley/Ms. McCullough (June 10, 2020)

To review for possible implementation the Massachusetts Attorney General's Model Memorandum of Understanding for School Resource Officers.

gb #0-223 - Administration (July 6, 2020)

To consider amendments to the current Student Dress Code Policy to be included in the Student Handbook and the Policy Manual.

gb #0-230 - Administration (July 7, 2020)

To consider approval of the proposed 2020-21 Student Handbook of the Worcester Public Schools.

gb #0-264 - Ms. Novick/Mrs. Clancey/Ms. McCullough (August 17, 2020)

Consider and redraft as necessary the policies and associated sections of the student handbook considered by "Pandemic Policy Specific for Back to School."

gb #0-272 - Ms. Novick/Mrs. Clancey/Ms. McCullough (August 19, 2020)

To consider proposed policy EBCFA regarding face coverings.

motion gb #0-238 - Mayor Petty (August 5, 2020)

Request that the Superintendent's goals be referred to the Standing Committee on Governance and Employee Issues for formulation of new goals to be brought back to the Full Committee.

V. ADJOURNMENT

Helen A. Friel, Ed.D.
Clerk of the School Committee

STANDING COMMITTEE: **GOVERNANCE AND EMPLOYEE ISSUES**

DATE OF MEETING: Monday, September 14, 2020

ITEM: Ms. Novick/Mrs. Clancey/Ms. McCullough (August 17, 2020)

Consider and redraft as necessary the policies and associated sections of the student handbook considered by "Pandemic Policy Specific for Back to School."

PRIOR ACTION:

8-27-20 - SCHOOL COMMITTEE MEETING

On a roll call of 7-0, the item was referred to the Standing Committee on Governance and Employee Issues.

BACKUP:

- Annex A (1 page) contains a copy of File JH - Attendance and Student/Athletic Handbooks from the MASC "Pandemic Policy Specific to Back to School."
- Annex B (2 pages) contains a copy of File JH - Student Absences and Excuses from the Policy Manual.
- Annex C (5 pages) contains a copy of the Attendance Policy from the Student Handbook.

POLICY ISSUES FOR THE PANDEMIC

- Attendance (File JH)

Subject to operative law and regulations, suspend, modify or adapt policies related to student attendance including the link between and absences when appropriate, (including the link between attendance and grades), chronic absence policies, and accommodations for students requiring special placements

- Attendance vs. participation in events (File JH and Student/Athletic Handbooks)

Subject to law, regulation or emergency declaration, the superintendent may propose protocols or modifications or suspensions of district policies regarding attendance by students or the public in school events including, but not limited to assemblies, sports events, large gatherings, or other programs.

File: JH - STUDENT ABSENCES AND EXCUSES

Regular and punctual school attendance is essential for success in school. The Committee recognizes that parents 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.

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

Accordingly, parents 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.

Excused Absences

The following is a list of absences which will not count toward retention or loss of credit:

1. **Religious holy days:** The student's religion must require that the student does not attend school on the specific holy day or that school attendance would interfere with required religious observances. The parent/guardian must notify the school in writing within two (2) school days before or after the absence.
2. **Death in the immediate family:** Up to five (5) consecutive days for bereavement due to the death of a member of the student's immediate family: mother, father, sister, and brother. One (1) day to attend the funeral of grandparents, aunts, uncles, cousins, nieces or nephews. The parent/guardian must notify the school in writing within five (5) school days after the absence(s) occurred.
3. **Court appearance:** The student must have been subpoenaed to appear in a court of law. The student must be a witness, plaintiff, or defendant in a court proceeding. Within five (5) school days before or after the required court appearance, the parent/guardian must notify the school in writing and provide documentation from the court.
4. **Hospitalization:** The parent/guardian must submit to the school release papers from the hospital documenting the student's hospitalization.
5. **Illness:** The parent/guardian must submit to the school medical documentation of the illness that requires the student's exclusion from school. The principal has the right to require and seek additional medical opinions and diagnosis regarding a student's absence(s) due to illness.

Students who will be out of school for more than fourteen consecutive days because of illness or hospitalization may receive home or hospital instruction. For more information refer to Home and Hospital Instruction on page 61 of the Student Handbook.

Family vacations taken during school time are absences. Families should plan their vacations during the regularly scheduled vacations. Non-emergency appointments should be scheduled after school hours.

Student Absence Notification Program

Each principal or designee will notify a student's parent/guardian daily of a student's absence based on morning attendance via a ConnectEd automated phone call.

Beginning with 5 absences, parents/guardians will receive an attendance letter via U.S. Mail with each absence. Each Principal, by whatever title he/she may be known, 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

No student who has not graduated from high school shall be considered permanently removed from school unless the Principal has sent notice to a student, and that student's parent/guardian, who has been absent from school for ten (10) consecutive days of unexcused absence. 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 that 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 but 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.

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

Student Handbook ATTENDANCE POLICY

Overview:

In accordance to the Massachusetts General Laws, the Worcester Public Schools recognizes and enforces that every child, between the ages of six and sixteen, must attend school. School personnel and parents/guardians must work together to ensure that all students, Pre-Kindergarten through grade 12, attend school every day, and on time, during the 180-day pupil calendar.

School attendance is a priority for the Worcester Public Schools. Students' academic, social and emotional growth and development depend upon students' daily attendance, classroom participation and exposure to high quality teaching and learning. The daily interactions among teachers and students are irreplaceable components of the learning experience. In addition, daily attendance and punctuality habits acquired during schooling are essential skills in the adulthood life, and it begins as early as the pre-school years. Students who are chronically absent from school impact their own learning and the school community as a whole. Schools can take the following steps to address absenteeism:

School Attendance

Chapter 76, section 1 of the Massachusetts General Laws states that all children between the ages of six and sixteen must attend school. A school district may excuse up to seven day sessions or fourteen half-day sessions in any period

of six months. In addition to this law, Worcester has an attendance policy and should make sure that parents/guardians are familiar with it.

CRA—Child Requiring Assistance: M.G.L. Chapter 119 Section 39e

A school can file a CRA application with the Worcester Juvenile Court if the student is a Habitual School Truant or a Habitual School Offender. The following rules must apply:

Habitual School Truant: Student between the ages of 6 and 18 who, without excuse, willfully fails to attend school for more than 8 days in a quarter.

School must document whether or not the child's family have participated in a truancy prevention program.

CRA will be dismissed when the child turns 16.

If the failure to attend school is due to a physical or mental disability rather than a willful failure to attend school, the school should not file a CRA. If the failure to attend is due to a physical or mental disability, the school should convene the student's Individualized Educational Plan (IEP) for 504 Team to discuss supports and services necessary to facilitate school attendance.

Habitual School Offender: Students between the ages of 6 and 18 who repeatedly fails to obey school rules

School must document specific steps taken to improve the child's conduct.

CRA will be dismissed when the child turns 16.

If the failure to obey school rules is due to a physical or mental disability rather than willful disobedience, the school should not file a CRA. In such cases, the school should convene the student's Individualized Educational Plan (IEP) or 504 Team to discuss supports and services necessary to facilitate good behavior and consider a Functional Behavioral Assessment (FBA) and Behavior Intervention Plan (BIP) as appropriate. If the student is subject to school discipline, the school should conduct a manifestation of the student's disability as appropriate.

Failure to Send M.G.L. Chapter 76 Section 2

Parents or guardians are legally responsible for ensuring that a child under their control attends school daily. It is a crime for a responsible parent or guardian not to cause such a child to attend school. If a child fails to attend school for seven day sessions or fourteen half-day sessions within any six month period, the supervisor of attendance may file a criminal complaint in court against the responsible parent/guardian.

Chapter 119 Section 51A

A 51A is a report of suspected child abuse or neglect that is filed with the Department of Children and Families. Under Chapter 119, section 51A of Massachusetts General Laws, a report can be filed on behalf of a child under the age of sixteen for educational neglect if a child is not attending school on a regular basis.

Excused Absences

The following is a list of absences which will not count toward retention or loss of credit:

Religious holy days: The student's religion must require that the student does not attend school on the specific holy day or that school attendance would interfere with required religious observances. The parent/guardian must notify the school in writing within two (2) school days before or after the absence.

Death in the immediate family: Up to five (5) consecutive days for bereavement due to the death of a member of the student's immediate family: mother, father, sister, and brother. One (1) day to attend the funeral of grandparents, aunts, uncles, cousins, nieces or nephews. The parent/guardian must notify the school in writing within five (5) school days after the absence(s) occurred.

Court appearance: The student must have been subpoenaed to appear in a court of law. The student must be a witness, plaintiff, or defendant in a court proceeding. Within five (5) school days before or after the required court appearance, the parent/guardian must notify the school in writing and provide documentation from the court.

Hospitalization: The parent/guardian must submit to the school release papers from the hospital documenting the student's hospitalization.

Illness: The parent/guardian must submit to the school medical documentation of the illness that requires the student's exclusion from school. The principal has the right to require and seek additional medical opinions and diagnosis regarding a student's absence(s) due to illness.

Students who will be out of school for more than fourteen consecutive days because of illness or hospitalization may receive home or hospital instruction. For more information refer to Home and Hospital Instruction on page 61.

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The District will notify a student's parent/guardian daily of a student's absence based on morning attendance via a ConnectEd automated phone call.

Beginning with 5 absences, parents/guardians will receive an attendance letter via U.S. Mail with each absence. Each Principal, by whatever title he/she may be known, 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

No student who has not graduated from high school shall be considered permanently removed from school unless the Principal has sent notice to a student, and that student's parent/guardian, who has been absent from school for ten (10) consecutive days of unexcused absence. The notice shall be sent within five 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 that 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 but no extension shall exceed 14 days.

The Superintendent or designee may proceed with any interview without a parent/guardian present.

Tardiness and Dismissal

A student who is not in his/her assigned seat at the start of homeroom or class is tardy.

If a student starts school after half of the academic day has passed, then that student will be marked absent from school for that day. The student may not participate in any school activity (e.g., sports, dances, prom) during the rest of that day.

If a student leaves school before half of the academic day has passed, then that student will be marked absent from school for that day. The student may not participate in any school activity (e.g., sports, dances, prom) during the rest of that day.

Each principal will meet with the parent/guardian and school's faculty to develop and institute an intervention plan for students who reach 10 tardies and/or dismissals.

Faculty Responsibility

Faculty members will record all absences, tardiness, and dismissals of students from their assigned classes. As students may miss some classes more frequently than others, each faculty member will be responsible for notifying the administration on occasions when notification must be sent to a parent or guardian.

Attendance Notification to Students and their Parents/Guardians

Parents and guardians are notified by phone on a daily basis if their child is absent. After five unexcused absences, the principal (or his/her designee) will notify the parent(s) or guardian(s) in writing and, when appropriate, request a meeting to discuss the student's attendance. Parents will continue to receive written notification of their child's attendance at every 5th absence from school.

Parents and guardians will also receive attendance information through:

Interim and attendance progress reports (at five weeks into each marking period) Report cards (every ten weeks). The secondary report cards show students' absences from each class and students' total absences from school

Retention and/or Loss of Credit

Fourteen absences or more per school year may result in retention and/or loss of credit.

Absences accumulated due to out-of-school suspensions do not count towards a loss of academic credit. Students who are absent because of out-of-school suspensions must make up missed assignments, including homework and test(s).

The principal can determine that other extenuating circumstances justify absences which do not merit a loss of academic credit.

Truancy

When a student accumulates excessive unexcused absences, the principal (or his/her designee) may seek assistance from the Juvenile Court and/or the Department of Children and Families to resolve attendance matters.

High School Attendance and Academic Credit Policy

Attendance required to earn credit

A student who has enrolled in a class is expected to be present each time the course is in session. For the 2019-2020 school year, high school students will not receive credit when they exceed the following number of absences:

Fourteen (14) unexcused class absences per one-credit course

Seven (7) unexcused class absences for courses less than one credit

Administrative Procedure for Loss of Credit

In any case where a student fails to receive credit for any course, the final course grade will still be recorded on that student's permanent record card.

In the case where no credit is received for a course required for graduation (e.g., American History) and in which a passing grade has been received, it is required that the course be repeated.

A minimum of twenty-four (24) credits is required to graduate.

Attendance Buyback Program

During the 2019-2020 school year, eligible high school students will be able to voluntarily participate in an Attendance Buyback Program. Through this program, students can make up the credit(s) which they lost due to excessive absences. To be eligible for the Attendance Buyback Program, students must have passed a course and must have between 15 and 22 absences. Eligible students who complete additional hours of instruction beyond the school day or on Saturday mornings can then receive full credit for the course. Students will not be able to change their passing grade for their course. Eligible students who are interested in this program, should contact their high school guidance counselor for additional information.

Appeal Procedure

The following areas may be considered in the appeal process: Documented illness

Mandated school-sponsored activities School-sponsored field trips Alternative Education Programs

Home tutoring assigned by the school

Appeals for waiver of the policy will be heard by the Principal or his/ her designee.
The parent/guardian may appeal an adverse decision by the Principal or his/her designee to the Managers for Instruction and School Leadership
The parent/guardian may appeal an adverse decision by the Managers for Instruction and School Leadership to the Superintendent
The parent/guardian may appeal an adverse decision by the Superintendent of Schools to the School Committee. Appeals to the School Committee must be submitted in writing to the Superintendent, who will place the parent's or guardian's appeal on the School Committee agenda for the next regular meeting. The parent or guardian is to be notified of the date, time and place of the School Committee meeting.
Note: Confirmed class cuts and confirmed truancy cannot be appealed.

ITEM: gb #0-272

STANDING COMMITTEE: **GOVERNANCE AND EMPLOYEE ISSUES**

DATE OF MEETING: Monday, September 14, 2020

ITEM: Mrs. Novick/Mrs. Clancey/Ms. McCullough (August 19, 2020)

To consider proposed policy EBCFA regarding face coverings.

PRIOR ACTION:

8-27-20 - SCHOOL COMMITTEE MEETING

On a roll call of 7-0 the item was referred to the Standing Committee on Governance and Employee Issues.

Annex A (2 pages) contains a copy of proposed policy EBCFA – Face Coverings from MASC.

File: EBCFA

FACE COVERINGS

The _____ 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 must be worn by all individuals in school buildings, on school grounds and on school transportation, even when social distancing is observed. Exempted from this policy are students in Grade 1 and below.

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 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 will consult with the parent/guardians to determine whether an exception is appropriate, or the student may 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 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/cloth-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>

SOURCE: MASC – August 2020