

## Plan for Policies 2020/2021

### Next Steps:

- Tara and Becky to review which of these clusters best fits priorities as well as Administration's capacity (where the Admin team is focused very much on Covid-related items and may not have a significant amount of extra time for policies)
  - Becky and Tara reviewed the lists below and highlighted the policies we think could be reviewed first.
  - The Pre-2019 policies *highlighted* should not require as much Admin effort as some others so the SC could start assigning/reviewing those policies now.
  - The Policies for R/E review - we highlighted some to start. We will have to think through what the review criteria is (as mentioned in the First-Pass Plan below)
- Trintje and Peter to review the Race & Equity prioritization list :done

Policy	Owner	Notes
<i>CBI Evaluation of the Superintendent</i>	Tara	Fairly small and consistent, we have more than what seems standard
<i>CBI-R PRocedures for the Superintendent Evaluation</i>	Tara	Sets out the timetable for the review process - useful but perhaps not as a policy
<i>BBBE Procedures for Filling in School Committee Vacancy</i>	Trintje	Straight forward, procedural in nature. Only requires effort if we feel like we need a major overhaul
<i>BEDB Agenda Preparation</i>	Tara	Straight-forward, procedural. Likely little heavy lifting unless we have issues with current practice
<i>BEDC Quorum</i>	Trintje	Tiny with no expected changes
<i>BEDBA Consent Agenda</i>	Peter	Straight-forward, procedural. Likely little heavy lifting unless we have issues with current practice
<i>BBB-3 Lincoln Metco Representation on Lincoln School Committee</i>	Susan	Straight-forward, procedural. Likely little heavy lifting unless we have issues with current practice; may need to adapt to changes in practice
<i>BDA Board Organizational Meeting</i>	Trintje	Tiny with no expected changes

**Re Race & Equity Review, what can we learn from...?**

- ACA Harassment
- GBA Equal Employment Opportunity
- IMDB Accommodations for Religious and Cultural Observances
- AC Non-discrimination
- ECAF Security/Surveillance Cameras in/on School Buildings and on School Buses

<b>Policy</b>	<b>Owner</b>
ACA Harassment	
GBA Equal Employment Opportunity	
IMDB Accommodations for Religious and Cultural Observances	
AC Non-discrimination	
ECAF Security/Surveillance Cameras in/on School Buildings and on School Buses	
EDC Use of School Equipment	

**Guiding Questions for Equity Pause in Policy Review**

*Lincoln Public Schools School Committee*

*Adapted from: Gwinnett County Public Schools & Albemarle County Public Schools*

**Purpose**

1. What is the intended purpose and intended impact of the policy?
2. Predictive analysis: assuming no changes, predict the future outcomes and impact of the policy.

**Impact**

3. Who are the group(s) most impacted by the policy? How do you know?
4. Who are the group(s) neglected by the policy? How do you know?
  - Consider:
    - Race
    - Color
    - National origin
    - Ancestry

- English language status
  - Sex
  - Gender (identity and/or expression)
  - Sexual orientation
  - Religion
  - Disability
  - Age
  - Marital status
  - Pregnancy or pregnancy-related conditions
  - Genetic Information
  - Active military / veteran status
  - Housing status
5. Does the policy confront inequity of all kinds? How?
  6. Does the policy restructure/redistribute power or does it inadvertently foster inequity of any kind? How?
  7. Does the policy encourage our students, families, and staff to feel an enhanced sense of safety, belonging, and positive engagement with our schools?

#### **Next Steps and/or Revisions**

8. Are there other stakeholders we should talk with or other research to conduct in order to gather more perspectives or information before we make a decision?
9. Should changes be made to make the policy more equitable and inclusive?

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29 Policies last updated in 2014 or earlier

By Date (Before 2014):

- *Transportation Fees*
- *Wellness*
- *Class Size*
- *Nondiscrimination: Extracurricular Activities*
- *Code of Conduct*
- *Student Conduct on School Buses*
- *Employee Use of Information and Communications Technologies*
- *Student Use of Information and Communications Technologies*
- *Presents to School Personnel*

- *Bus Rules for Kindergarten Drop-off*
- *English Literacy for Teachers of English language Learners*
- *Admission of Non-Resident Students*
- *Remote Participation Policy*
- *Establishment of Compensation Levels for Non-Bargaining Unit Administrators*

By Clustering:

**A: Covid**

*EEC: Transportation Fees*

*EEAEC: Student Conduct on School Buses*

*EEAEF: Bus Rules for Kindergarten Drop Off*

*BEDH: Remote Participation Policy*

*IJNDB: Student Use of Third-Party Software*

**B: IT related**

*GBEAB Employee Use of ICT*

*IJNDC Student Use of ICT*

**C: Commercials and Financials**

*GCBB Establishment of Compensation Levels for Non-Bargaining Unit Administrators*

*DBF Budget Hearings*

*DD Funding Proposals and Applications*

*DJE Bidding Requirements*

*DJG Relations with Vendor*

**D: Superintendent**

*CBI Evaluation of the Superintendent*

*CBI-R Procedures for the Superintendent Evaluation*

**E: SC Work**

*JICDA Code of Conduct*

*BBBE Procedures for Filling in School Committee Vacancy*

*BEDB Agenda Preparation*

*BEDC Quorum*

*BEDBA Consent Agenda*

**F: Organizational**

*BBB-3 Lincoln Metco Representation on Lincoln School Committee*

*BDA Board Organizational Meeting*

**G: Other**

*ADDA Background Checks*

*ADF Wellness*

*IIB Class Size*

*JDAA Nondiscrimination: Extracurricular Activities*

Suggested sequencing: A1, A2, G, B, C1, C2, D, E1, E2, F

## Race & Equity First Pass

### First-pass Plan

1. Filter for more obvious policies that should have a Anti-Racist and Equity review
2. Review and validate first-pass filter
3. Determine 1st pass guiding principles for review purposes
4. Review, edit and extract learnings
5. In parallel, training for SC members (and Administration)
6. Update guiding principles for all reviews
7. Score policies from a priority review perspective
8. Plan out Anti-Racist, Equity and Inclusivity reviews for existing policies
9. Execute

### First pass Filter: Higher Priority

- Harassment and Harassment Reporting and Investigation Procedures
- Equal Employment Opportunity
- Accommodations for Religious and Cultural Observances
- Non-discrimination and Discrimination Grievance Procedures
- Security/Surveillance Cameras in/on School Buildings and on School Buses

- Nondiscrimination: Extracurricular Activities
- Non-Discrimination on the Basis of Veteran Status
- Code of Conduct
- English Literacy for Teachers of English language Learners
- Physical Restraint of Students
- School Committee Powers and Duties
- School Committee as Employer
- School Committee Authority
- Employment of Regular Classroom and Special Needs Aides and Tutors
- Employment of Hourly Employees
- Teaching About Alcohol, Tobacco, and Other Drugs
- Parental Notification Relative to Sex Education
- Instructional Materials
- Bullying Prevention
- The People and Their District
- Strategic Priorities
- School Superintendent
- New Committee Member Orientation
- District Administration Priority Objectives

- Anti-Hazing
- Community Resource Persons and Volunteers
- Educational Philosophy
- Policy Review and Maintenance
- School Day
- Annual School Committee Goals
- School Councils

**First pass Filter: Medium Priority**

- Transportation Fees
- Wellness
- Class Size
- Student Conduct on School Buses
- Employee Use of Information and Communications Technologies
- Student Use of Information and Communications Technologies
- Presents to School Personnel
- Admission of Non-Resident Students
- Remote Participation Policy
- Evaluation of the Superintendent
- Procedures for Superintendent's Evaluation
- Lincoln METCO Representation on the Lincoln School Committee
- Procedures for Filling School Committee Vacancy
- School Committee Officers
- Background Checks
- Administration in Policy Absence
- Policy on Free/Reduced Price Lunch Program
- Annual Budget
- Field Trips
- Public Complaints About the Curriculum or Instructional Materials
- Relations With Nonpublic Schools
- School Board Election
- Safety Program
- School Building Administration
- Professional Staff Positions
- Professional Staff Contracts and Compensation Plans
- Substitute Professional Staff Employment
- Support Staff Contracts and Compensation Plans (Custodian and Secretarial Staff)
- Special Instructional Programs and Accommodations (Programs for Children with Special Needs)
- Use of School Buildings
- Religious Music
- Home Schooling

- Admission of Inter-District Transfer Students (Enrollment of METCO Students)
- Classroom Placement
- Conflict of Interest
- School Committee-Superintendent Relationship
- School Year/School Calendar
- After-School Programs
- Relations with Education Research and Service Centers
- Audiovisual Records of Students and Staff
- Admission of Resident Students
- Homeless Students: Enrollment Rights and Services
- Educational Opportunities for Military Children
- Educational Opportunities for Children in Foster Care
- School Committee Meetings
- Policy on Student Absences
- Student Financial Assistance
- Student Time of Arrival and Supervision Before School
- Admission of Temporary Students
- School Admissions
- Policy of Parents Visits to Classrooms
- Public Complaints about School Personnel

**First Pass Filter, Lower Priority**

- Line Item Transfer Authority
- Bus Rules for Kindergarten Drop-off
- Establishment of Compensation Levels for Non-Bargaining Unit Administrators
- Budget Hearings
- Funding Proposals and Applications
- Bidding Requirements
- Relations with Vendor
- Agenda Preparation
- Quorum
- Student Use of Third-Party Software Services
- Consent Agenda
- Notification of School Committee Meetings
- Head Injuries and Concussions in Extracurricular Athletic Activities
- Administration of Naloxone (Narcan)
- Budget Deadlines and Schedules
- Budget Implementation
- Bonded Employees and Officers
- Fiscal Accounting and Reporting
- Drug-Free Workplace
- Entrance Age
- Alcohol, tobacco and Other Drug Use by Students Prohibited
- Smoking

- Purchasing Policy
- Petty Cash Accounts
- Safety Inspection Policy
- Hanscom Air Force Base Representation on the Lincoln School Committee
- Executive Sessions
- Board Subcommittees
- Emergency Plans
- Library Loan Policy
- Retirement of Facilities
- Security/Surveillance Cameras in/on School Buildings and on School Buses
- Service Animals in School (Guide or Assistance Dogs)
- School Committee Legal Status
- Conflict of Interest
- Use of School Equipment
- Clarification on Dissection in the Lincoln Public Schools
- Pest management
- Policy on Children's Visits to Schools
- Advertising and Commercialism
- Gifts and Donations to Schools
- Pandemic Disclaimer Policy
- Face Mask Policy