

1. York School Committee Meeting Materials

Documents:

[MAY 4, 2022 AGENDA WITH FIRST READ POLICIES.PDF](#)

# YORK SCHOOL COMMITTEE MEETING

Wednesday, May 4, 2022

7:00 p.m.

York Public Library

(Masks Optional)

## Agenda

### Town Comprehensive Plan Update

- A. Call to Order
- B. Pledge of Allegiance
- C. Recognitions
- D. Approval of March 16, 2022 , April 27, 2022 Executive Session Meeting Minutes and April 6, 2022 School Committee Meeting Minutes
- E. Communications
  - 1. School Committee
    - a. Upcoming Meetings/Events:
      - May 5, 2022 Coastal Ridge Elementary School Variety Show, 6:00 PM, YCA
      - May 6, 2022 YHS Drama Club presents Bye, Bye, Birdie 7:00 PM, YCA
      - May 7, 2022 Bye, Bye, Birdie 2:00 PM and 7:00 PM, YCA
      - May 10, 2022 YMS Band Concert, 7:00 PM, YCA
      - May 12, 2022 CompFEST II, 6:30 PM, YHS
      - May 18, 2022 School Committee Meeting
      - May 21, 2022 Referendum Vote 8 a.m. - 8 p.m. as well as absentee ballot
      - May 30, 2022 Memorial Day School Closed
      - June 10, 2022 Graduation
      - June 17, 2022 Last Day of School
    - 2. Superintendent's Report
      - a. Acceptance of Donations
      - b. Superintendent's Update of School Operation During COVID-19
      - c. End of Year plans for York High School
      - d. Overnight and out of state field trips
- F. Comments From the Public
- G. New Business
  - 1. Vote on Superintendent's Recommendation
  - 2. Consent Agenda
  - 3. First read policies; [JICI](#) -Eligibility and Code of Conduct for York High School Extra/Co-Curricular Activities; [GBEBA](#) - Faculty and Staff Attire; [GCOAB](#) - Private Instruction for Compensation

4. May meetings discussion

H. Administrators' Reports:

1. Business Administrator Report:
  - a. Approval of Bills and Payrolls
  - b. Cost Center Transfer Authorization

I. Old and Unfinished Business:

- a. Second read policies; [GCOA](#) Supervision and Evaluation of Professional Staff; [GCOC](#); b. Evaluation of Administrative Staff; [KI](#) Visitors to the Schools
- b. Third read policies; [JEA](#)-Compulsory School Attendance

J. Adjournment

NEPN/NSBA Code: BEDH

**PUBLIC PARTICIPATION AT SCHOOL COMMITTEE MEETINGS**

School Committee meetings are conducted for the purpose of carrying on the official business of the school system. All regular, special and emergency meetings of the School Committee are open to the public. The public is cordially invited to attend and participate in School Committee meetings as provided in this policy. This policy applies only to meetings of the full Committee, not to meetings of Committee subcommittees.

Although School Committee meetings are not public forums, the School Committee will provide appropriate opportunities for citizens to express opinions and concerns related to matters concerning education and the York School Department schools. The intent is to allow a fair and adequate opportunity for the public to be heard and to provide adequate time for the School Committee to obtain information and opinion on subjects before it, while ensuring that the time allowed for public discussion does not interfere with the fulfillment of the scheduled agenda.

The Committee will designate a portion of its agenda as an opportunity for public participation. During the time allotted for public participation, members of the public may speak on any subject directly related to the operations of the schools, except for personal matters or complaints concerning specific employees or students, which shall be addressed through established policies and procedures.

Members of the public may address the School Committee within the guidelines provided in this policy. The Chair shall be responsible for maintaining proper order and compliance with these guidelines.

The following guidelines shall apply to public participation at School Committee meetings.

A. York citizens and employees of the York School Department are welcome to participate as provided in this policy. Others may be recognized to speak at the Chair's discretion. Individual employees and/or employee groups will not be permitted to discuss matters for which complaint or grievance procedures are provided.

B. The Chair may limit the time allotted for comments on a particular topic as well as the time each individual may speak.

C. In the event of a sizable audience, the Chair may require persons interested in speaking to sign up so they may be called on in a fair and efficient manner.

D. During the time set aside for public participation, the Chair will be responsible for recognizing all speakers, who must identify themselves as they begin talking.

E. Speakers are not permitted to share gossip, make defamatory comments, or use abusive or vulgar language.

F. All speakers are to address the Chair and direct questions or comments to particular School Committee members or the Superintendent only with approval of the Chair. Requests for information or concerns that require further research may be referred to the Superintendent to be addressed at a later time.

G. Members of the School Committee and the Superintendent may ask questions of any person who addresses the School Committee but are expected to refrain from arguing or debating issues. Questions must be addressed through the Chair.

H. No complaints or allegations will be allowed at School Committee meetings concerning any person employed by the school system or against particular students. Personal matters or complaints concerning student or staff issues will not be considered in a public meeting but will be referred through established policies and procedures.

I. In order to make efficient use of meeting time, the School Committee discourages duplication or repetition of comments to the School Committee. The School Committee requests that groups or organizations be represented by designated spokespersons.

J. The Chair has the authority to stop any presentation that violates these guidelines or the privacy rights of others.

K. Persons who disrupt the meeting may be asked to leave, and the Chair may request law enforcement assistance as necessary to restore order.

An agenda shall be published in advance of each meeting in accordance with School Committee policy. Copies will be posted and/or available prior to regular meetings, at the Superintendent's Office and on the York School Department website. Anyone desiring additional information about an agenda item should direct such inquiries to the Office of the Superintendent.

Legal Reference: 1 MRSA § 401 et seq.  
20-A MRSA §1001, sub-§20

Cross Reference: [BEC – Executive Session](#)  
[BEDA – Notification of School Committee Meetings](#)  
[BEDB – School Committee Meeting Agenda](#)  
[BEDD – Rules of Order](#)  
[KE – General Communications and/or Concerns](#)

First Reading: 3/4/2020  
Second Reading: 5/6/2020

Adopted:

5/6/2020

### **Faculty and Staff Attire**

All employees in the York Public Schools are required to dress professionally and appropriately when teaching or working with student groups. Whether in school or at school-sponsored events, employees are ambassadors for the district and role models for all students K-12. As such, staff attire should convey respect for learning and the singular importance of teaching. Clothing, headwear, jewelry, footwear, pants, shirts and dresses must be neat, clean, in good condition, and tasteful. Attire shall be consistent with subjects taught (e.g., art, physical education, science labs etc.), safety standards, seasonal weather conditions, and the diverse tasks teachers and support staff are assigned to perform throughout the school year. Attire should not distract from learning but instead reflect the high standards of excellence underpinning each school's vision and mission.

Adopted:  
10/4/17

**Private Instruction for Compensation**

It is the intention of the York School Committee that York School Department (YSD) employees conduct operations in an objective manner that is in the best interest of students without creating a public impression of a conflict of interest. Students' academic needs should be addressed through YSD services in order to uphold Child Find law.

To that end, employees of YSD shall not engage in, or have a financial interest in, any private tutoring for pay that raises a reasonable question of conflict of interest with their duties and responsibilities as members of the school staff. The use of school facilities, supplies, materials, equipment, resources, and time for personal gain is prohibited for both advertising and providing services. Likewise, YSD employees shall not recommend members of their immediate family to students and/or families for private instruction for compensation.

No staff may receive pay for private instruction of one of their own students. For the purposes of this policy, *own students* shall mean students assigned to a teacher's student roster during a school year or potentially during the upcoming school year.

Private instruction of students during school hours and the removal of students from classes for private tutoring will not be permitted.

The above does not apply to homebound instruction or tutoring assigned by the school administration. For the purposes of this policy, *private instruction/tutoring for compensation/pay* does not include enrichment or coaching opportunities.

<b>First Reading:</b>	<b>5/20/2020</b>
<b>Second Reading:</b>	<b>6/3/2020</b>
<b>Adopted:</b>	<b>6/3/2020</b>

**ELIGIBILITY AND CODE OF CONDUCT FOR YORK HIGH SCHOOL**  
**EXTRA/CO-CURRICULAR ACTIVITIES**

The York School Committee believes extracurricular and co-curricular activities are an integral part of the total educational process. Participation in these opportunities provide students with experiences and training not ordinarily obtainable in the general curriculum. Participation in extra-curricular and co-curricular activities is a privilege. In order to participate, students, parents/guardians, and other interested persons must be aware of and comply with all York School Department (YSD) policies, rules and regulations regarding extra-curricular and co-curricular activities, school rules and any additional rules, and/or training guidelines imposed by coaches or advisors. Any additional rules and/or training guidelines must be consistent with School Committee policies and be approved by the Athletic Director or building administration. The following policy is adopted by the School Committee in order to support the social, emotional and physical well-being of students and promote healthy, enriching and safe extra/co-curricular opportunities for all students.

**I. EXTRA-CURRICULAR AND CO-CURRICULAR CATEGORIES**

Extracurricular and co-curricular activities for grades 9-12 are divided into these categories:

**A. Athletics**

Athletic activities that are competitive in nature and are governed by the Maine Principals' Association (MPA). Students may have to participate in a tryout to determine whether participation will be granted and, if so, team placement based on skill-level, age, physical development, and understanding of the sport. Attendance will be required and rosters will be maintained.

1. Varsity Athletics (grades 9-12 eligible)

YHS varsity athletic programs prioritize winning - in the right way alongside character development. Playing time can be varied and not equal, playing time/role is not guaranteed from year-to-year, and non-senior athletes may be asked to play in junior varsity (JV) contests at times to acquire more playing experience.

2. Junior Varsity Athletics (grades 9-11 eligible)

YHS junior varsity athletic programs prioritize winning as a secondary goal behind skill and confidence growth. Playing time may not be equal but will be meaningful, there will be opportunities to experiment with roles and positions, and some athletes may be asked to practice and/or

play in varsity contests at times to gain experience.

3. First Team Athletics (grades 9-10 eligible)

YHS first team athletics may be offered if numbers, coaching assignments, schedule availability, space, and funds allow and are approved by the York School Committee. First team programs highly prioritize learning over winning. Playing time will be equal whenever possible. There will be opportunities for players to acclimatize to high school sports and to grow in a developmental environment.

**B. Performance-Based, Competitive, and Leadership Groups**

Activities that may or may not be competitive in nature. Some groups may be governed by organizations outside of YSD. Students may have to participate in a tryout or may have to apply to determine if participation will be granted. Attendance may be required and rosters will be maintained. Activities that are competitive in nature will be required to meet both academic and school attendance requirements. Examples of performance-based, competitive, and leadership groups include, but are not limited to: Drama Club, Future Business Leaders of America, High School Quiz Bowl, Math Team, National Honors Society, Odyssey of the Mind, Robotics, School Newspaper, Speech & Debate, Student Activities Leadership Team, Student Council and Yearbook.

**C. Service and Special Interest Groups**

Activities that are generated by student and/or staff interest. Participation is open to all students within the school. Attendance is not mandatory and rosters are not maintained. Examples include, but are not limited to: Action Team, Art Club, Book Club, Civil Rights Team, Eco Club, Film Club, Fishing Club, Fitness Club, Gay/Straight/Transgender Alliance, Interact (Rotary), Outing Club, Russian Club, Sober Friends, and Stock Market Club.

**II. ELIGIBILITY**

**A. Enrollment**

In order to be eligible for participation in competitive extra/co-curricular activities, students must be currently enrolled as a full-time student or have a plan approved by the school principal.

**B. External Governing Bodies**

Students participating in activities governed by external parties must meet the eligibility requirements dictated by those governing bodies.

**C. Good Standing**

Students must be in good standing to participate in the extra/co-curricular activities of their school. A student is considered in good standing if they are not the subject of any disciplinary action for violation of any policy or school rule and are currently academically eligible based on MPA and school guidelines (see III. A.).

**D. Academics**

Students are expected to monitor their academic standing regularly through PowerSchool and check in with their teachers if they are concerned about their passing status.

1. Expectations for YHS Athletics as defined in I.B. and Performance-Based, Competitive, and Leadership Groups as defined in I.C.

a. Students must meet the eligibility requirements outlined in the York High School Handbook and consistent with MPA policy. Any student not meeting the expectation will be ineligible to participate on a competitive team.

b. Student grades are reviewed at an identified mid-way point and again at the end of a grading period (eligibility check) to determine a student's ability to participate in competitive extra/co-curricular activities.

c. A student may be put on academic probation at any eligibility check as outlined in the York High School Handbook. The subsequent review of grades made at the next eligibility check will result in a determination about continued participation on the team.

d. Academic eligibility determinations will be made by the school administration.

e. The school principal has the right to authorize an eligibility determination beyond the scope of the York High School Athletics and Activities Handbook.

2. Students with Disabilities

Students with disabilities will not be denied equal access to interscholastic activities. Students with disabilities are expected to demonstrate satisfactory progress and compliance with an executed individual education plan.

**E. School Attendance**

Students are expected to be in school if they plan to participate in after school events. Any student not in attendance for any part of the school day will not be eligible to participate in after-school activities except in the circumstances listed below. An administrator (principal, assistant principal, or Athletics and Activities Director] must approve exceptions to this section in advance. If a student participates despite the attendance requirement, that act will be considered a violation of this code and will result in a category I consequence.

1. In order to participate in an extra/co-curricular activity (e.g. game, practice, activity or event) a student must arrive at school no more than 15 minutes tardy and attend school for the entire day. A student with an approved plan for late arrival (e.g. senior privileges, work study, individualized plan) must arrive at school no more than 15 minutes tardy from their approved arrival time.
2. A student who is facing their first tardy violation of the school year of no more than 30 minutes can regain eligibility to participate by making up time tardy after school on a day to be determined by the school administration.
3. A student who misses any part of the school day for an appointment must return to school directly after the appointment with documentation that verifies the appointment and its start time.
4. A student who misses any part of the school day for non-appointment reasons must have prior written administrator approval.

**F. Extra/Co-Curricular Code of Conduct**

1. Students participating in activities defined in I.A. and I.B. and their parent(s)/guardian(s) must review policy JICI and sign the Extra/Co-Curricular Code of Conduct Agreement prior to, and as a condition of, participating in co-curricular and extra-curricular activities. Students participating in fall sports (and their parents/guardians) must sign the contract at the beginning of pre-season. All other students who plan to participate in other co- or extra-curricular activities at any time during the school year (and their parents/guardians) must sign the contract at the beginning of the school year (or upon enrollment in school if transferring to the school).
2. The Extra/Co-Curricular Code of Conduct is in effect for 12 months a year throughout the high school career of each student.

**G. Additional Requirements and Forms**

Students participating in activities and their parent(s)/guardian(s) must provide required documents related to medical evaluations, conduct and transportation identified in the YHS Student Handbook and the YHS Athletic and Activities Handbook

**III. BEHAVIOR EXPECTATIONS, CODE OF CONDUCT STANDARDS, AND DISCIPLINE**

**A. Expectations**

1. Students choosing to participate in extracurricular and co-curricular activities shall conduct themselves as positive role models and shall represent themselves, their team/group, and YSD in a manner that exhibits the principles of sportsmanship: respect, responsibility, fairness, honesty, integrity and good citizenship.
2. Students are expected to consistently attend practices, meetings, and rehearsals.
3. Students are required to abide by all Committee policies, as well as rules or training guidelines set forth by the YSD schools coaches or advisors, or outside program or activity governing bodies. Any additional rules must be consistent with School Committee policies and be approved by the Athletic and Activities Director or building administration.

**B. Prohibited Behavior and Disciplinary Action**

1. Conduct in violation of YSC policy, YHS Student Handbook rules, or Code of Conduct (see Table 1) as determined by the YHS Athletics and Activities Director shall result in disciplinary action up to and including removal/suspension from the team or activity. Extra/Co-Curricular consequences, based on the Table 1 guidelines and administered by the Athletics and Activities Director, shall be in addition to any discipline imposed by building administrators under applicable YSC policies or school rules.
2. Repeat or extreme violations will warrant administrative review and additional sanctions.
3. Violations during a student's high school career are cumulative.
4. For violations which occur during the pre-season period permitted by the MPA, the suspension will begin on the first countable game date announced by the MPA for the activity that the student participates in. During the pre-season period, students

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may be permitted to continue practicing, at the discretion of the coach/advisor, and school administration, but may not participate in scrimmage contests.

5. The balance of any suspension from an activity that has not been fully served by the final countable game of the season will carry over to the next activity period that the student participates in, beginning on the first MPA countable game date, as outlined above. In the case of a student that carries forward a suspension from a prior season, or incurs a violation during a season when they do not participate permission may be given by administration and coaches to participate in scrimmage contests during the pre-season period, provided that all steps have been followed in the re-entry program. Nonetheless, the terms of the suspension must still be served beginning on the MPA first countable date for that activity, without exception. If a suspension from activities is not fully served before the end of the school year, the suspension shall carry over to the next school year.
6. Upon being suspended during the regular season a student may be expected to continue to attend the activity for observational purposes only and to continue to be a member of the team/activity.
7. All supervisors, including but not limited to the Athletic and Activities Director, coach, activity advisor, and/or administration shall enforce all policies and school rules at all times.

Table 1

<b>Code of Conduct Violations</b>	
<b><u>Category I Violation</u></b>	<b><u>Category II Violation</u></b>
Includes behavior that generally results in a suspension (in or out of school) or behavior that is contrary to generally recognized behavioral standards	Includes those that could result in legal consequences for students
Examples include but are not limited to: <ul style="list-style-type: none"> <li>● ISS or OSS (in or out-of-school suspensions)</li> <li>● Hazing</li> <li>● Presence at gatherings where minors consume alcohol, smoke or vape tobacco, nicotine, or other drugs</li> <li>● Unsportsmanlike conduct as a participant or spectator</li> </ul>	Examples include but are not limited to: <ul style="list-style-type: none"> <li>● Theft, Vandalism, Harassment, or Fighting</li> <li>● Disorderly Conduct</li> <li>● Consumption, possession, distribution, or sale of alcohol, tobacco, nicotine, or other controlled or uncontrolled substances, including “look-alike drugs”</li> </ul>
<b><u>Participation Consequences</u></b>	<b><u>Participation Consequences</u></b>
1st violation: No participation in co- and/or extra-curricular activities for 10 calendar days	1st violation: No participation in co- and/or extra-curricular activities for 20 calendar days
2nd violation: No participation in co- and/or	2nd violation: No participation in co- and/or

<p>extra-curricular activities for 20 calendar days</p> <p>Repeat violations: Subsequent violations will be handled by administration on an individual basis.</p>	<p>extra-curricular activities for 40 calendar days</p> <p>Repeat violations: Subsequent violations will be handled by administration on an individual basis.</p>
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**Category III Violation**

If a student is charged with a crime, they may be suspended from participation in co- or extra-curricular activities for a length of time to be determined by the Superintendent based upon the facts of the particular case and the recommendations of the School Principal and Athletic/Activity Director or activity supervisor. Such suspensions cannot be appealed.

Counseling and/or Restorative Support Requirements: Any category I, category II or category III activities code violation may require a student to undergo in-school counseling and/or participate in restorative support activities as assigned by the building principal(s), in consultation with the Athletic and Activities Director. Sources of counseling may include the school’s wellness counselor or other qualified personnel. The duration of the counseling will be at the discretion of the counselor. The counseling and/or assigned restorative support activities must begin prior to the student-athlete’s return to interscholastic competition.

**Self Reporting:** A student who violates a category I or II activity code violation has the opportunity to report their violation to the Athletic and Activities Director or an administrator by noon of the following school day. In such a case, the disciplinary action specified in the preceding section will be cut in half. This provision cannot be used to avoid discipline under this policy for a violation that has already been reported to the school or to avoid discipline for violations of Policy JICH, Student Drug, Alcohol and Tobacco Use. This provision may only be used once during a student’s high school career.

**Activity/Team Leadership Positions**  
 A student elected to a leadership position for an activity/team forfeits that position for the duration of any suspension from the activity or team. Once the student returns to the activity/team, the other members of the activity/team shall hold a meeting to make a recommendation whether or not the student may return to their leadership position. This meeting shall be facilitated by the Substance Abuse Prevention Coordinator and attended by the Athletic and Activities Director and the coach/advisor. A final decision will be made by the Athletic and Activities Director, coach or activity advisor, and an administrator, taking into consideration the recommendation of the students. A second violation of Policy JICI at any time during the student’s high school career will result in the loss of any leadership designation held.

**IV. APPEAL OF SUSPENSION FROM ACTIVITY/TEAM**

- A. A student who wishes to appeal a suspension from a team/activity must first discuss the matter with their coach or activity advisor and the Athletic and Activities Director or an administrator.
- B. Following that discussion, if a student wishes to appeal a suspension, it must be done so

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in writing to the Athletic and Activities Director or the same administrator within three school days of notice of the suspension decision with a brief overview of the rationale for the appeal.

- C. The appeal will be heard by a panel consisting of the Athletic Director or administrator, a member of the Student Services staff, and a member of the senior Administrative Team (Principal, or Assistant Principal).
- D. The decision of the panel is final, and not subject to any further appeals.
- E. The student shall remain under suspension during the appeals process.
- F. The appeal process may not be used by students suspended from activities for Category III violations (Table 1).

## **V. EQUIPMENT AND UNIFORMS**

Students shall be responsible for the care of all equipment and uniforms issued to them by the school. The cost of replacing damaged or lost equipment/uniforms will be the responsibility of the student. Students who have not returned or paid for missing equipment will not be allowed to participate in future activities until that account has been cleared.

Cross References: JICH - Student Drug, Alcohol and Tobacco Use

JIC – Student Code of Conduct

JICIA - Weapons, Violence, and School Safety

JICK - Bullying and Cyberbullying Prevention

JJIF - Management of Concussions and Other Head Injuries

JKD - Suspension of Students

JKE-Expulsion of Students

JLCD – Administering Medications to Students

JRA – Student Education Records and Information

Maine Principals’ Association Handbook

YHS Athletic Department Handbook

YHS Student Handbook

Administrative Procedures:

JICH-R – Student Substance Abuse  
Rule

First Reading: 5/5/2021  
Second Reading: 5/19/2021  
Adopted: 5/19/2021