



**FRAMINGHAM SCHOOL COMMITTEE
POLICY SUMMARY FOR THE SCHOOL COMMITTEE
June 18, 2022**

All policy changes below are on the agenda for a first reading and were policies that were discussed and approved in the Policy Subcommittee of May 31, 2022. You can watch the video of that meeting [here](#). Changes in the full policies can be found in this packet

Policy	Background/Overview of Changes
New Policy: Hybrid Meeting and Remote Policy	Mayor's Remote Participation Policy allows public bodies to set rules for which executive session topics are eligible or not. The AG's office also allows public bodies to create additional rules on how to implement a Mayor's Policy.
ADC: Tobacco and/or Marijuana Use on School Premises IHAMB: Teaching about Drugs, Alcohol, and Tobacco	These policies were reviewed and suggestions made by the Director of Health and Wellness for discussion before she retires.
Policy EFD: Meal Charge Policy	Administration has asked for this to be updated to include language on staff meals.

BEA - HYBRID MEETINGS AND REMOTE PARTICIPATION

The Framingham School Committee (the "Committee") prefers that members physically attend all posted **full open session** meetings whenever possible. However, the Committee also recognizes that other matters such as extenuating circumstances such as personal illness, personal disability, emergency, childcare needs, military service, work commitments, and pandemic-related impacts may cause a member to utilize their right to participate remotely. Therefore, consistent with the Open Meeting Law's (OML) and City of Framingham Mayor's Remote Participation requirements, the Committee shall operate all **full School Committee open session** meetings in the hybrid method in order to support both in person and remote member participation.

The Committee acknowledges their responsibility to ensure that remote participation is not used in any way that defeats the purposes of the Open Meeting Law, namely promoting transparency with regard to deliberations and decisions on which District policy is based.

The Committee also supports that public access to all **full School Committee open session** meetings be offered both in person, and remotely through live adequate, alternative means further defined in this policy.

The implementation of this policy shall be reviewed by the committee at least annually.

Hybrid and Remote Participation Procedures:

1. All Committee **full, open session** ~~and subcommittee~~ meetings shall offer members both an in person, as well as remote option to participate in the meeting, **as long as the in person quorum rules (including the requirement of the physical presence of the meeting Chair) when applicable are followed.**
2. A Committee member who wishes to participate remotely must, as soon as reasonably possible prior to a meeting, notify the Chair or the Executive Assistant to the Committee or, in the absence of the Chair, the person chairing the meeting, his/her intention to do so. It is recommended that all members provide at least 72 hours notice to allow time to make accommodations possible.
3. The Chair must announce at the beginning of the meeting the name of the member(s) participating remotely and in person.
4. Through the use of video technology, all remote participants are encouraged to be clearly visible to all persons present at the meeting location, yet may turn off the video and participate by audio only if they so choose.
5. Members who participate remotely shall not be deemed to be absent.
6. Zoom is the preferred means for video technology for the Committee. If Zoom is unavailable, the acceptable means of remote participation is another videoconferencing method, conference telephone or any other technology that is available that enables the remote participant and all Committee members and visitors present to be clearly audible to one another. Text messaging, instant messaging, email and web chat without audio are not acceptable methods of remote participation.

7. When there is a remote participant, all votes taken must be a roll call vote and recorded in the minutes. The Chair shall call the roll in district order.
8. Where a public body member is participating in an executive session remotely, the member must indicate at the start of the executive session that no other person is present or able to hear the discussion at the remote location, that they are not recording the meeting, and will let the public body know if those circumstances change during the meeting. The public body may authorize, by a simple majority vote, the presence and participation of other individuals at the remote participant's location during an Executive Session.

6a. As outlined in the Mayor's policy, certain executive session topics are not eligible for remote participation, except during states of emergency. ~~Any agenda items utilizing Purpose 1 (The reputation, character, physical condition or mental health, rather than the professional competence, of a single individual, or the discipline or dismissal, including the hearing of charges against, a member of the committee, a school department employee or student, or other individual), or Employee Grievance Hearings under Purpose 3 are not eligible for remote participants.~~

9. If the Committee chooses to allow individuals who are not members of the School Committee to participate remotely in a meeting, it may do so without following the OML's remote participation procedures, as they are not subject to the OML.
10. A member or guest presenter may at the discretion of the Chair for a reasonable period of time to be determined by the Chair, share their screen to display materials relevant to topics on the agenda. It is recommended that requests for this provision be made at least 24 hours in advance.
11. At the Chair's discretion they may decide how to address technical difficulties that arise as a result of utilizing remote participation, but is encouraged, wherever possible, to suspend discussion while reasonable efforts are made to correct any problem that interferes with a remote participant's ability to hear or be heard clearly by all persons present at the meeting location. If technical difficulties result in a remote participant being disconnected from the meeting, that fact and the time at which the disconnection occurred shall be noted in the meeting minutes. If a public hearing occurs after disconnection, the remote participant shall be noted as absent in the meeting minutes.
12. The Executive Assistant to the School Committee (with technology staff support if necessary), shall offer training session(s) upon request by a Committee member, to ensure all are comfortable with technology to access meetings remotely in advance of Committee meetings.

Public Participation and Viewing Access During Hybrid and Remote Meetings:

The School Committee is committed to ensuring when **full open session** meetings are held hybrid or fully remotely that members of the public shall still have an opportunity to request to participate during public comment period(s) both through in person and remote means, and that all proceedings shall be able to be followed in real time for interested members of the public not in attendance through adequate, alternative means. Adequate, alternative means is defined as at

least one or more of: live local access television, a live social media platform, a live video conferencing platform, or a live conference call line shall be made available. The agenda for each meeting shall list the ways the public can view the meeting live.

Requests for public participation can be made both in person through the sign up sheet in the room, as well as by raising a virtual hand using remote technology or phone audio. During public participation periods on the agenda, the Chair shall alternate between requests from people in the room, and remote requests to the best of their ability. Members of the public shall be recognized to speak in the order their names are on the list in the room, and on the remote list. If virtually or by phone, Zoom automatically orders the hands based on when they were raised by pressing the raise hand function on Zoom, or pressing *9 if by phone. In person, all speakers are requested to provide their name and District, ~~contact information if follow up is required, and topic~~ on the sign in sheet located next to the microphone.

All meetings shall be recorded with the recordings posted online as soon as practical following each meeting in order to allow continued public access.

Fully Remote Meetings and/or Access to Physical Meeting Rooms:

As seen during the COVID-19 pandemic, there may be future situations where the Commonwealth and/or Mayor and/or Board of Health declares a state of emergency and/or enacts legislation suspending the Open Meeting Law. State and/or local government officials could require all meetings be held fully remotely and/or give public bodies additional flexibility to decide local procedures, such as shifting to fully remote meetings or having members only in a room with the public viewing through adequate, alternative means. In those occasions, the terms of the specific emergency order or legislation and subsequent guidance from the Attorney General's Division of Open Government relating to the Open Meeting Law shall be followed.

The Chair ~~(and in the case of subcommittees the subcommittee Chairs)~~ shall have the discretion in situations between meetings where pandemic or other emergency conditions may require a shift from a planned public meeting with an in person option to a fully remote option, or an option where only members and the Superintendent would have the option to attend in person, with the public having adequate, alternative means. In these circumstances, when allowed by law, the Chair ~~(and if necessary a subcommittee chair as well)~~ shall collaborate with the Mayor and Superintendent to determine if the situation requires a shift to a fully remote meeting and shall have the authority to make a one time change. At that next meeting, if applicable, the committee ~~or subcommittee~~ shall discuss how to proceed for future meeting(s).

Minutes of Hybrid and Remote Meetings:

The Committee minutes for Hybrid and Remote Meetings shall reflect the following:

1. Means by which remote participation was delivered,
2. Beginning time for remote participation (if different than attending the full meeting),
3. Technical difficulties noted, if applicable,

4. Interruption in the remote participation, if applicable, and
5. Time of interruption or disconnection of remote participation, if applicable.
6. Records of roll call votes.

CROSS REFS.: [City of Framingham Mayor's Remote Participation Policy](#)

Framingham Home Rule Charter, Article III, Section 2 (Mayor's Executive Power Authority)

[Attorney General's Division of Open Government OML Guide](#)

[Attorney General's Division of Open Government COVID-19 FAQ](#)

Commonwealth COVID-19 Legislation Suspending Certain Provisions of the OML

[BEDH: Public Participation at School Committee Meetings](#)

[BEDJ: Recording/Broadcasting of School Committee Meetings](#)

[School Committee Public Comment Period Procedures](#)

LEGAL REFS.: [940 CMR 29.10](#)

[M.G.L. 30A:18-25](#)

File: ADC - TOBACCO AND/OR MARIJUANA USE ON SCHOOL PREMISES

Pursuant to M.G.L. c. 71, s. 37H use of any tobacco and/or marijuana products, including electronic cigarettes and similar products that rely on vaporization or aerosolization, within the school buildings, school facilities, or on school grounds or school buses or any school-sponsored activity by any individual, including school personnel and students, is prohibited at all times.

A staff member determined to be in violation of this policy shall be subject to disciplinary action up to and including termination of employment.

A student determined to be in violation of this policy shall be afforded responses to the violation that are accountable, restorative, and equitable. Responses shall include family involvement and may include a health assessment by the school nurse at the time of the incident and/or transport to the local emergency department (Ref: EBB: First Aid), evidence based substance use prevention education, and and medical evaluation, education, referrals for treatment, family involvement, and provided with individualized education and awareness information regarding addiction and subject to disciplinary action pursuant to the Framingham Public Schools Code of Character, Conduct, and Support.

This policy shall be promulgated to all staff and students in appropriate handbook(s) and publications.

Signs shall be posted in all school buildings informing the general public of the District policy and requirements of state law.

LEGAL REF.: M.G.L. 71:37H

This policy was updated and approved by the Framingham School Committee in Open Session on May 4, 2022.

File: IHAMB - TEACHING ABOUT DRUGS, ALCOHOL, AND TOBACCO

In accordance with state and federal law, the Framingham School District shall provide age-appropriate, developmentally based drug, alcohol and tobacco education and prevention programs in grades ~~6K~~-12.

The Drug, Alcohol and Tobacco Education and Prevention Program shall address the legal, social, and health consequences of *substance*, alcohol and tobacco use. ~~It shall include special instruction as to the effects upon the human system, the emotional, psychological and social dangers of such use with emphasis on nonuse by school age children in addition to the illegal aspects of such use.~~ The program shall include information about effective techniques for resisting peer pressure to use illicit substances, alcohol or tobacco.

The objectives ~~of the Drug, Alcohol, and Tobacco Education Prevention Program~~ ~~of this program, as stated below,~~ are rooted in the Framingham School Committee's belief that the prevention of drug and alcohol use by students requires education. ~~The, and that the most important aspect of the policies and guidelines in this area should be the education of each individual to the dangers of drugs, alcohol, and tobacco.~~ ¶

Drug, Alcohol and Tobacco Education and Prevention Program Objectives:

- To create an awareness of ~~the impact of substance use by school aged children~~ total substance abuse problem. including: prevention, education, treatment, rehabilitation, and law enforcement at the local, state, national and international levels **about substance use in school aged children:**
 - To relate the use of drugs, alcohol and tobacco to physical, mental, social and emotional **effects.** ~~practices.~~
 - To develop the student's ability to make **intelligent informed** choices based on facts and to develop **refusal skills.** ~~the student's courage to stand by one's own convictions.~~
- ▣ **To understand the personal, social and economic problems causing the misuse of drugs, alcohol, and tobacco.** ~~* To understand the personal, social and economic problems causing the misuse of drugs, alcohol, and tobacco.~~
- To prevent, delay, and/or reduce alcohol, tobacco, and substance use among children and youth.
- To teach students self-management **and self-awareness skills** ~~self-awareness skills~~, social skills, negotiation skills, and refusal skills that will help them to make healthy decisions and avoid alcohol, tobacco, and substance use.

~~* To develop a student's interest in preventing illegal use of substances in the community.~~

The curriculum, instructional materials and outcomes used in this program shall be aligned with the revised MA Comprehensive Health Framework. ~~are recommended by the Superintendent or his/her designee.~~

This policy shall be posted on the district's website and notice shall be provided to all students and parent/guardians in accordance with state law. Additionally, the district shall file a copy of this policy with DESE in accordance with law in a manner requested by DESE.

LEGAL REFS.: M.G.L. [71:1](#); [71:96](#)

MASC revision March 2016

Updates to this policy were approved by the Framingham School Committee on June 13, 2017.

File: EFD: MEAL CHARGE POLICY
Policy Statement

The School Committee is committed to providing students with healthy, nutritious meals each day so they can focus on school work and also minimizing any impact on students with meal charges. However, unpaid meal charges place a financial burden on the school district as food services is a self-supporting function within the district. The purpose of this policy is to ensure compliance with federal reporting requirements of the USDA Child Nutrition Program, as well as provide operational guidance regarding the collection of outstanding student meal balances.

Meal Charges and Balances

If the District participates in the Community Eligibility Provision (CEP), PreK-12 students in eligible CEP schools will be served a first reimbursable meal served for free. If the entire district participates in CEP, all PreK-12 students districtwide will be served the student's first reimbursable meal for free. The CEP only provides students a first meal at no charge.

Students will not be allowed to charge a second meal or ala-carte purchases. Students who wish to purchase an additional meal (second lunch) or ala-carte foods items must have funds on their student meal account

Students will pay for meals at a rate approved by the School Committee based on their meal status (regular, reduced-price, or free) each day. Payment options will be delineated in student handbooks and provided to parents of incoming students. After their balance reaches zero or goes negative, no student will be denied a single, reimbursable lunch meal and/or single reimbursable breakfast meal at school (a la carte items/snacks that are not part of the USDA program are not included). The student will still be allowed to take a meal, and that meal will continue to be charged to the account at the appropriate rate based on their meal status. Parents/guardians are responsible for any meal charges incurred, therefore no student will be made aware of a negative meal account balance in the checkout process. They will be neither singled out nor treated in any different way from students with positive meal account balances.

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~~¶~~

~~Students will not be allowed to charge a second meal or ala-carte purchases. Students who wish to purchase an additional meal (second lunch) or ala-carte foods items must have funds on their student meal account~~

Staff are not allowed to charge for meals or ala-carte purchases.

Payments

Parents/Guardians are responsible for all meal payments to the food service program. The parents/guardians of any student whose account is in arrears will be contacted by the Food Services Director or their designee so that the parents/guardians may bring the account up to date. Various and multiple forms of communications will be used in the case of any account still in arrears after 10 days with no resolution. At no time shall any staff member give payment notices to students unless that student is known to be an emancipated minor who is fully responsible for themselves or over the age of 18. If parent/guardians have issues with student purchases they should contact food services for assistance. If there is a financial hardship, parents/guardians should contact the Food Services department to discuss payment options such as an individualized repayment plan. If financial hardship exists, parents/guardians are also encouraged to apply for free or reduced price meals for their child.

Refunds

Withdrawn and/or graduating students will be refunded any money remaining in their account.

Policy Communications

This policy shall be included in each school handbook and shall be communicated to families entering the district during the year. Each school handbook shall contain detailed instructions for applying for free or reduced-price meals.

LEGAL REFS: MGL 71:72; USDA School Meal Program Guidelines May 2017

CROSS REFS: EF (Food Services); EFC (Free and Reduced Price Food Services)

This policy was updated and approved by the Framingham School Committee in Open Session on September 22, 2021.