

NORTH MIDDLESEX REGIONAL SCHOOL DISTRICT SCHOOL COMMITTEE  
Ashby - Pepperell - Townsend, Massachusetts

**POLICY REVIEW SUBCOMMITTEE MINUTES**

Thursday, June 27, 2013  
Educational Support Center

**PRESENT**

Chairperson	Randee Rusch	Member, At Large
	Susan Robbins	Member, Townsend
	Anne Adams	Member, Pepperell

**ALSO PRESENT**

Joan Landers	Superintendent of Schools
Barbara Conti	Director of Human Resources

1. The meeting was called to order at 9:11 AM.
2. A motion was made by Anne Adams and seconded by Susan Robbins to approve the minutes of May 22, 2013.

The motion passed unanimously.

**NEW BUSINESS**

1. Shelter Policy: The Subcommittee discussed the need for more of a general policy re: shelters. The regulation wording relative to the use of kitchen when school is used as a shelter will be reviewed with new food service management company. The Subcommittee would like more information on which buildings are Red Cross shelters. Additional areas that need to be addressed include: who is in charge when school is used as shelter, recourse for damages, charge for use of kitchen, kitchen protocol reference, animals in shelters, health services, custodial services, shelters running when school is in session (alternate facilities and/or which areas of the schools can be used).
2. Policy FA Facilities Development/Policy FA-E Facilities - The Subcommittee discussed priorities for development. A discussion ensued on whether it is necessary to have Facilities Development Goals. What is detriment in not having a policy? The Chair will check with MASC and the Supt. will check if state law requires school districts to have policy (963 CMR 2.00)
3. Class Size Policy – The Subcommittee reviewed the Wayland Policy on class sizes and discussed if we should have a policy. The Chair will check with MASC and report back at the next meeting.
4. Harassment Policy – The Subcommittee reviewed the Wakefield Policy on Harassment/Bullying. Our current bullying policy does not address adult-to-adult bullying. The Chair will compare policies. The Subcommittee agreed to continue discussion at the next meeting.

## **OLD BUSINESS**

1. Policy EFCD Meal Charge – The Superintendent informed the Committee that District Counsel is reviewing the policy. The Subcommittee agreed to table to next meeting.
2. Policy EBB First Aid – The Subcommittee reviewed the revised policy. The Subcommittee agreed to add the following wording to #3:  
No minor child who is ill or injured will be sent home without parent/guardian or emergency contact consent, nor will any older child, unless the illness or injury is assessed as minor. In all cases, parental/guardian notification is required.

The Subcommittee agreed to bring back the policy to the Subcommittee at the next meeting.

3. Policy IKF: Graduation Requirements: The Subcommittee discussed revising the policy to reflect that the graduation requirement changes will become effective with the Class of 2017. The Superintendent will review the handbook and Program of Studies.

## **FUTURE AGENDA ITEMS:**

- Class Dues

**NEXT MEETING** – June 16, 2013 at 9:00 AM.

## **ADJOURNMENT**

A motion was made by Anne Adams and seconded by Susan Robbins to adjourn. The motion passed unanimously.

The meeting adjourned at 11:01 AM.

Respectfully submitted,

Nancy Landry, Secretary

## FIRST AID

The North Middlesex Regional School District attempts to provide a safe environment. If an accident or sudden illness occurs, trained school personnel will administer first aid and, if warranted, activate the Emergency Medical System (call 911).

First aid is defined as the immediate **assessment** and temporary care given in case of an accident or sudden illness, which enables the individual to be taken safely home or to a physician. It does not include diagnosis or treatment. Any care beyond first aid will not be given. The school nurse or EMS will determine and recommend if further medical intervention should be sought.

At each school, procedures will be developed for the proper handling of an injury to, or sudden illness of, a student, staff member or visitor. These will be made known to the staff and will incorporate the following requirements:

1. The school nurse or another trained person will be responsible for administering first aid.
2. When the nature of an illness or an injury appears in any way serious, EMS will be activated first and every effort will be made to contact the parent or secondary contact person as soon as possible.
3. **No minor child who is ill or injured will be sent home without parent/guardian or emergency contact consent, nor will any older child, unless the illness or injury is assessed as minor. In all cases, parental/guardian notification is required.**
4. The teacher or other staff member to whom a child is responsible at the time an accident occurs will make out a report on an official form providing details about the accident. This will be required for every accident for which first aid is given.
5. All accidents to students, staff members or visitors will be reported as soon as possible to the Superintendent and, if the Superintendent deems appropriate, to the North Middlesex Regional School Committee.

SOURCE: MASC

LEGAL REFS.: M.G.L. 71:55A; 71:56

CROSS REF.: JLC, Student Health Services and Requirements  
JLCD, Administering Medicine to Students