

Policy Manual Revisions

AA – Arlington has more history, but otherwise roughly the same. MG likes to remove statutory reference in language. Agreed, use Arlington (Arl) policy and remove references

AB – Same as MASC so keep.

AC – nondiscrimination statement – use MASC with inquiry references from Arl policy as exhibit – age is referenced in Arl policy but not MASC

ACA – Arl did not have. Will add MASC version. Kirsi asked a question about gender. MG said MASC has not added a policy but added language to nondiscrimination policy to address.

ACAB – This is an Arl Town policy so keep but MG asked about Section 7 reference to Affirmative Action Officer at Town Hall. Will amend to include Asst. Superintendent.

ACE – Policy has not changed substantially but removed word handicap and replaced with disability. So replace with MASC.

ACH – MASC does not have similar policy. MG does not think it is needed but Paul thinks it must have been adopted for a reason. So keep.

AD – Vision statement okay. We don't really have a mission statement. So merge vision statement into ADA.

ADA-E – outdated so delete

ADC – recently updated to be more detailed on vaping – adopt MASC version as more comprehensive

ADDA – addition in MASC policy so adopt that

ADDA-R – no change

ADF – Arl is fine. Keep

ADF – E – fine, no change

AE – same, no change

BA – same, no change

BAA – same, no change

BB – Arl is okay so leave

BBA – Send MG Arlington version and discuss at next meeting

BBAA – same, no change

BBB/BBBA/BBBB – merge and adopt MASC version

BBBC – fine

BBBE – fine

BBC – fine

BCA – same, no change

BCB – MG inclined to take it out. Staff conflict of interest policy in section G. Question about legality of Section 7. Kirsi would like to consult other attorney. Hold for now. Send out with other related policies to attorney.

BDA – keep Arl

BDA-E – keep Arl

BDAA – keep Arl

BDB – same, no change

BDD – same, no change

BDE – add reference to Open Meeting Law from MASC

BDEA – keep Arl
BDEB – MG questions need for it – should be a discussion – put on hold –
BDF – Arl is more detailed than standard MASC one. Keep but add reference to Open Meeting Law.
BDFA – Arl is okay but remove statutory references.
BDFA – E-1 – remove deadline for plan to Superintendent – leave in School Committee deadline
BDFA-E-2 – Arl version belongs in section C. Move to CBI. Adopt MASC version but need a date for review to replace July 1.
BDFA-E-3 – adopt MASC.
BDG – Use Arl but revise to delete statutory references.
BDH – MASC does not have. Not typical to have where staff assistant is also staff assistant to the superintendent but not addressed elsewhere. MG to revise and bring back.
BE – Arl policy is more detailed. MG said adjourned meetings are allowed in that matter and public hearing is really just a meeting. Delete adjourned and public hearing from list of meetings. Delete Adjourned Meeting language. For Emergency Meeting, MG recommends adding language “after consulting with legal counsel” language. Otherwise keep.
BEA – discussion around Paul’s proposed change, Kirsi suggested “every effort will be made” – MG to revise accordingly. Change to 20 meetings per year to allow one meeting to be moved to summer.
BEB – Fine, no changes needed.
BEC – Policies are similar. MG to rewrite 2 paragraphs on executive session minutes.
BEDA – MASC version is updated so adopt.
BEDB – Keep Arl with minor revisions
BEDD – Same, no change
BEDF – Use MASC policy
BEDG – Recently updated MASC policy with more detailed requirements as result of recent law changes or guidance so adopt those.
BEDH – Use MASC policy but update to include unique items from ARL policy.
BEE – Same, no change
BG – same, no change
BGA – not needed, delete
BGB – Delete item 1 as that is not Arl practice – add “2nd Reading” to Action Item description
BCG – Delete unneeded paragraphs from Arl version, but keep that policies will be reviewed every 5 years
BCGA – A – Delete
BGD – MASC has minor updates so adopt
BGE – mostly the same – use MASC version with added Arl paragraph at end
BGF – Same, no change
BHC – Same, no change
BHE – Keep with minor updates from MASC version. Len raised question from Jennifer Susse about role of liaison. After discussion, subcommittee members, MG and the Superintendent felt there was not conflict between role of liaison and the requirements of this policy.
BIA – Use MASC version with Arl unique items added
BIA – E – Not needed, delete
BIB/BIBA – Redundant, use MASC one with Arl unique items added
BID – keep Arl version

BIE – not needed, delete
BJ – Same, no change
BK – Same, no change

CA: Adopt MASC version.
CB: Adopt MASC version, remove reference to Mayor
CBD/CBE: Replace with MASC File CBD
CBI: Replace with MASC language. Mr. Gilbert recommended that dates and specifics should be contained in the superintendent's contract. Dates currently in the policy will be folded into an addendum to the current superintendents' contract.
CBI-E: Delete
CH: Adopt MASC version.
CHA: Adopt MASC version.
CHB: Delete
CHC/CHCA: Replace with MASC Files CHC, CHCA, and CHCH-E
CHD: Adopt MASC version
CL/CM: Replace with MASC CL and CM

DBB: Delete
DBD: Adopt MASC version.
DBJ: Add paragraphs 3 and 4 of current policy to MASC policy DBJ, change first meeting in September to second meeting in September.
DD: Adopt MASC version.
DG: Delete
DGA: Adopt MASC version.
DI: In the second paragraph, change "good accounting practices" to "generally accepted accounting practices." Delete last sentence of fourth paragraph, starting with "To the extent practicable, all reports should be distributed at the first school committee meeting following month-end."
DJA: Add language in MASC policy to current Arlington policy, check with Doug Heim to align reference to the Town Manager Act of Arlington to the new gender-neutral language.
DJB-E: Delete
DJE: Adopt MASC version.
DJG: Delete
DK: Add MASC version, check to ensure "municipal auditor" is the correct source.
DKC: Adopt MASC policy but substitute Town Accountant for Committee at end of second sentence.
DKC-R: Delete

EB: Maintain Arlington, use MASC legal references
EBAB: Maintain Arlington, replace in IA, The Arlington Public Schools with The Director of Facilities.
EBB: Use MASC version.
EBBA: Delete

EBBAA: Delete
EBBB-R: Delete
EBC: Use MASC version.
EBCB: Delete (Covered in Section J – Student Welfare)
EBCC: Delete
EBCD: Maintain Arlington, add MASC legal references.
EC: Maintain Arlington.
ECA: Adopt MASC version.
ECAB: Maintain Arlington.
ECAC: Maintain Arlington.
ECAAF: Adopt MASC.
ECB: Delete “operation and maintenance subcommittee of the School Committee and the”
ECD: Maintain Arlington
EDC: Maintain Arlington
EDE: Maintain Arlington
EEA: Delete
EEAA: Maintain Arlington, with a rewrite by Mr. Gilbert of bullet 2.
EEAEA: Merge two policies, remove reference to tuberculosis.
EEAEA-I: Adopt MASC.
EEAEC: Maintain Arlington.
EEAEC-R: Delete.
EEAF: Maintain Arlington.
EEAG: Replace Arlington with a version of MASC, outcome on hold for local legal review of the MASC policy.
EEAJ: Maintain Arlington.
EF: Maintain Arlington.
EFC: Maintain Arlington, add MASC legal references.
EFD: Add MASC (note, new language).
EH: Delete

FA/FB/FBB: Recode as FB, delete paragraph headed Capacity of the Middle and High School.
FA: Adopt MASC.
FAB: Change first paragraph to: “In order to ensure equity in athletic programs, the Athletic Director shall compile annually a report on the improvement needs of the various athletic facilities used by the Arlington High School athletic program.”
FCB: Adopt MASC
FF/FFA/FFB: Recode as FF, Maintain Arlington.
FFA: Adopt MASC
FM: Delete
GA: Maintain Arlington
GBA: Adopt MASC
GBAA: Maintain Arlington, add cross reference to GBA. Have policy reviewed by counsel.
GBB: Delete
GBD: Delete (exists in BHC)
GBEA: Adopt MASC
GBEB: Maintain Arlington
GBEBC: Adopt MASC

**GBEBD - ONLINE FUNDRAISING AND SOLICITATIONS - CROWDFUNDING:
New significant policy. - Adopt MASC
Schedule as a first read at next available meeting (attached).**

GBEC: Maintain with MASC references

GBED: Adopt MASC

GBGA: Delete

GBGB: Adopt MASC

GBGB: Maintain Arlington

GBGE: Maintain Arlington

GBGF: Adopt MASC

GBGFA: Delete

GBI: Adopt MASC

GBJ: Adopt MASC

GBK: Adopt MASC

GCA: Delete "annually" in last sentence, Maintain Arlington.

GCB: Delete

CGBA: Maintain Arlington

GCBB: Adopt MASC

GCBC: Maintain Arlington

G CBD: Delete

GCD: Delete

GCD-E: Needs revision; Mr. Gilbert will provide suggested language to be reviewed at a subsequent meeting.

GCE: Maintain Arlington

GCF: Adopt MASC, add Arlington paragraph 4, replace Assistant Superintendent with HR director.

GCF-R: Delete

GCG: Adopt MASC

G CIA: Maintain Arlington

GCJ: Adopt MASC

GCO: Adopt MASC

GCO-R: Delete

GCQD: Adopt MASC

GCQE: Adopt MASC

GCQF: Maintain Arlington

GCRD: Adopt MASC

GDA: Maintain Arlington

GDB: Adopt MASC

GDBD: Delete

GDC: Delete

GDD: Mr. Spiegel will align to current practice.

GDE/GDF: Delete

GDO: Delete

GDQC: Adopt MASC

GDQD: Adopt MASC

HA/HB: Maintain Arlington
HC: Delete
HE/HF: Delete
HF: Adopt MASC
HK: Delete

IB: Maintain Arlington, replace State with Commonwealth
IC: Maintain Arlington, update legal references
ICA: Maintain Arlington, update legal references
ID: Adopt MASC, delete second paragraph
IE: Adopt MASC
IGA: Eliminate bullet point 1. In bullet point 2, substitute “annually” for “at the beginning of each school year.”
IGB: Adopt MASC, with “superintendent or designee” in place of “(Assistant Superintendent).”
IGBE: Delete
IGBH: Delete (miscoded), adopt MASC IHBH Make sure references to IGBH elsewhere in the policy manual are changed to reference IHBH.
IGD: Adopt MASC
IHA: Adopt MASC
IHA-E: Delete
IHAE: Delete
IHAI: Maintain Arlington with MASC recommended changes, substituting pre-kindergarten for kindergarten and updating references.
IHAM: Maintain Arlington
IHAM-R: Maintain Arlington
IHAM-1: Miscoded, matches MASC IHAMA, delete
IHAMA: Adopt MASC
IHAMB: Maintain Arlington
IHB: Add last two paragraphs of Arlington to the MASC policy.
IHBA: Maintain Arlington with updated reference.
IHBAA: Maintain Arlington
IHBB: Delete
IHBD: Maintain Arlington with updated reference.
IHBEA: Adopt MASC
IHBF: End of second paragraph, replace “Director of Pupil Services” with “Superintendent or Designee.”
IHBG: Maintain Arlington
IHBG-E: Maintain Arlington
IHBG-R-1: Delete
IHBG-R-2: Delete
IHBH: Adopt MASC (make sure references to IGBH are corrected elsewhere).
IHCA: Adopt MASC
IHD: Maintain Arlington
IJ: Adopt MASC
IJ-R: Maintain Arlington
IJJ: Delete

IJK: Delete
IJL: Adopt MASC
IJL-R: Delete
IJLA: Maintain Arlington
IJM: Delete
IJND: Refer to Director of Technology
IJNDB: Refer to Director of Technology
IJNDB-R: Refer to Director of Technology
IJNDBA: Refer to Director of Technology
IJNDC: Refer to Director of Technology
IJNDD: Refer to Director of Technology
Note: For policy IJOA and IJOA-E, reference to email from Douglas W. Heim, Arlington Town Counsel
IJOA: Adopt version reviewed by Douglas W. Heim.
IJOA-E: Adopt version reviewed by Douglas W. Heim.
IJOB: Maintain with MASC edits, revise reference.
IJOC: Maintain Arlington, add cross-reference suggested by MASC
IK: Adopt MASC
IKA: Delete
IKAB-R: Delete
IKE: Maintain Arlington
IKEC: Delete
IKF: Maintain Arlington
IKFB: Delete
IL: Adopt MASC
ILBA: Delete
ILBA-E: Delete
ILD: Adopt MASC
IMA: Maintain Arlington
IMB: Maintain Arlington
IMD: Adopt MASC
IMDA: Maintain Arlington
IMDC: Delete
IMG: Add legal reference.

JA: Delete
JA-E: Delete
JB: Adopt MASC
JC: Maintain Arlington
JC-E: Maintain Arlington
JCA: No Policy Necessary
JEA: Retain Arlington
JEB: Retain Arlington, revise name of Board of Elementary and Secondary Education; Replace email address with "Research;" Delete specific reference to the Early Childhood Longitudinal Study.
JF: Adopt MASC, replace Principal with District in Paragraph 2. Use MASC references.

JF-E-1: Delete, make sure it is in the high school handbook.
JFAB: Retain Arlington, capitalize J in J-1
JFABC: Retain Arlington
JFABD: Retain Arlington with MASC legal references
JFABE: Adopt MASC
JFABF: Adopt MASC
JFBB: Adopt MASC
JH: Adopt MASC
JH-E: Delete, place in handbook.
JH-E-1: Delete, place in handbook. (Check for parallel policy in Section I.)
JHD: Accept MASC revision.
JHE: Delete, place in handbook
JI: Retain Arlington
JIB: Retain Arlington, use MASC references
JIB-R: Delete
JIC: Adopt MASC
JICA: Adopt MASC
JICC: Use EEAEC
JICC-R: Delete
JICE: Adopt MASC
JICF: Retain Arlington
JICFA: Adopt MASC
JICFA-E: Adopt MASC
JICFB: Retain Arlington
JICH: Adopt MASC
JIE: Adopt MASC
JIH: Adopt MASC
JII: Adopt MASC
JJ: Retain Arlington
JJ-E: Retain Arlington
JJA: Retain Arlington, adopt MASC references
JJD: Retain Arlington
JJDA: Delete (replaced by JJF)
JJE: Adopt MASC
JJF: Adopt MASC
JJG: Delete
JJH: Adopt MASC
JJH-R: Adopt MASC
JJIA: Delete
JJIB: Adopt MASC
JJIB-E: Delete
JJIF-R: Adopt MASC
JJIF: Adopt MASC
JJIF-E-1: Delete
JJIF-E-2: Delete
JJIF-E-3: Delete
JJIF-E-4: Delete

JJIF-E-5: Delete
JJK: Retain Arlington
JK: Adopt MASC
JKA: Adopt MASC
JCAA: Adopt MASC
JL: Adopt MASC
JLA: Adopt MASC
JLC: Adopt MASC
JLCA: Adopt MASC
JLCB: Adopt MASC, retitle IMMUNIZATION OF STUDENTS
JLCC: Adopt MASC
JLCCA: Delete
JLCCB: Retain Arlington
JLCCB-E: Retain Arlington
JLCD: Adopt MASC
JLCE: Retain Arlington
JLD: Retain Arlington
JLD-E: Delete
JLDB: Delete (covered in JL)
JLIB: Delete
JP: Adopt MASC
JQ: Adopt MASC
JR: Retain Arlington with edit suggested in yellow.
JRD: Retain Arlington

KA: Retain Arlington
KAA: Retain Arlington
KAB: Retain Arlington
KBBA: Adopt MASC, delete exhibits
KBE: Adopt MASC
KCB: Retain Arlington
KCBA: Retain Arlington
KCC: Retain Arlington
KCD: Retain Arlington
KDB: Adopt MASC
KDBA: Delete
KDBA-E: Delete
KDC: Delete
KDD: Retain Arlington
KEB, recode Arlington as KE: Retain Arlington
KEC: Delete (In section I)
KAC-R: Delete
KF: Retain Arlington
Do not adopt KF-R in MASC recommendations.
KF-E: Retain Arlington
KFD: Retain Arlington

KHA: Retain Arlington
KHB: Adopt MASC
KHBA: Retain Arlington
KHC: Delete
KI: Adopt MASC, change strongly discouraged to prohibited in second paragraph
KJA: Delete
KLG: Retain Arlington
KLH: Retain Arlington
KLJ: Retain Arlington
KLL: Retain Arlington

LA: Maintain Arlington
LB: Adopt MASC, add language from current Arlington LB.
LBB: Delete
LBC: Adopt MASC
LDA: Adopt LDA