



School Committee Policy Subcommittee Meeting Exhibits January 6, 2026

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Meeting Notice

Town of Duxbury, Massachusetts

Pursuant to MGL Chapter 30A, §18-25

All meeting notices and agenda must be filed and time stamped in the Town Clerk's Office and posted at least 48 hours prior to the meeting (excluding Saturdays, Sundays and Holidays)

TOWN CLERK'S STAMP

Committee: *School Committee Policy Subcommittee*

Meeting Location: *Canty Conference Room*
Chandler Elementary School, 93 Chandler Street, Duxbury, MA
02332

Meeting Date: *January 6, 2026* **Time:** *11:00 AM*

Posted by: *Cristin Mitchell*

The listings of matters are those reasonably anticipated by the chair that may be discussed at the meeting. Not all items listed may, in fact, be discussed, and other items not listed may also be brought up for discussion to the extent permitted by law.

AGENDA

- I. Call to Order
- II. Approval of Minutes
 - a. December 1, 2025
- III. Discussion of Policies
 - a. IJL - Library Materials Selection and Adoption
 - b. KE - Citizen Complaints/Concerns
 - c. AA- School District Legal Status
 - d. ACA- Nondiscrimination on the Basis of Sex
 - e. ACE- Nondiscrimination on the Basis of Handicap
 - f. ADC- Tobacco Free Schools
 - g. AE- Commitment to Accomplishment
- IV. Adjourn

This location is accessible to people with disabilities. The Town of Duxbury provides reasonable accommodation and/or language assistance free of charge. This may include interpreters in American Sign Language and languages other than English, open or closed captioning for videos, assistive listening devices, and alternate material formats, such as audio tapes, Braille, and large print, as

available. Such requests should be made as soon as possible, but no later than 48 hours before the scheduled event, by contacting the Town Manager's Office by phone (781-934-1100 ext. 5401), fax (781-934-9011).

DUXBURY PUBLIC SCHOOLS

Policy Subcommittee Minutes

Monday, December 1, 2025

11:00 am – Duxbury Middle School, 71 Alden St., Duxbury, MA. 02332

- I. Call to Order: 11:04 am
Present: Matthew Gambino, Kathryn Marshall, Danielle Klingaman, Beth Wilcox

- II. Approval of Minutes:
 - a) October 7, 2025
 - Mr. Gambino and Mrs. Marshall approve the minutes of October 7, 2025.

- III. Discussion of Policies:
 - a) Policy IJNDG: Student Data Privacy
 - Committee members discuss policy IJNDG which ensures that the district has safeguards in place to ensure that students' personal information remains private and secure, both inside the school and when working with trusted partners.
 - Dr. Klingaman states that this is a new district policy with no MASC policy for comparison.
 - Recommendation: The committee decide to recommend the adoption of new policy IJNDG to the full committee for a first read at the December 10 meeting.
 - Dr. Wilcox states that the “Empowered Digital User Agreement” has been updated and is now called the “Comprehensive Digital User Agreement”. Dr. Wilcox states that following policies referencing the Empowered Digital User Agreement need to be updated with the name change where applicable.
 - Policy IJNDB: Use of Technology in Instruction
 - Policy IJNDC: Acceptable Use of Digital Resources
 - Policy GBEE: Personnel Use of Technology
 - Policy JICJ: Student Use of Technology in Schools
 - b) Policy IJNDH: Written Information Security
 - Members and Michael Woodford discuss policy IJNDH regarding written information security and determine that this should be categorized as an internal procedure rather than school committee policy.
 - c) Policy JLCC: Communicable Diseases
 - Committee members review and compare the district’s current policy JLCC to the MASC version regarding communicable diseases.
 - The decision was made to recommend the adoption of the MSAC version of policy JLCC to the full School Committee during the December 10 meeting.
 - d) Policy JLCD: Administering Medication to Students
 - Committee members review and compare the district’s current policy JLCD to the MASC version regarding the administration of medication to students.
 - Nurse Leader, Karen Doyle, informs members of recent 105 CMR regulation updates regarding self-administration and self-carry of medications by students. Members feel that the updated MASC version of policy JLCD is inclusive of the necessary updates and internal procedures should be developed for self-administration and self-carry of medications.
 - The decision was made to recommend the adoption of the 2021 MSAC version of policy JLCD to the full School Committee during the December 10 meeting.
 - e) Policy JFAA: School Admissions

- The committee discuss policy JFAA relating to school admissions.
 - The decision was made to update the policy code from JFAA to JF in order to be aligned with MASC and to add the following cross references:
 - JFABD: Homeless Students: Enrollment Rights and Services
 - JFABE: Educational Opportunities for Military Children
 - JFABF: Educational Opportunities for Children in Foster Care
 - Members discuss adding the following verbiage surrounding annual rental property review: *Families who register students and are residing in rental housing will be required to provide an updated lease or rental agreement each year as part of the district's residency verification process.*
 - The decision was made to recommend adoption of MASC policy JF with updates to the full School Committee during the December 10 meeting.
- f) Policy JLCB: Immunizations of Students
- Committee members review MASC policy JLCB regarding immunizations of students. Dr. Klingaman points out that the district has no current policy to compare with.
 - The cross reference JFAA will be updated to JF.
 - Policy JLCB was previously brought to the committee for a first reading during the November 5 meeting. The committee will hold a second reading during the December 10 meeting.
- g) Policy JLCA: Physical Examination of Students
- Committee members review MASC policy JLCA regarding physical examinations of students.
 - The cross reference JFAA will be updated to JF.
 - Members discuss adding in Department of Health Regulations regarding vision, hearing, SBIRT, and BMI screenings.
 - The decision was made to recommend adoption of MASC policy JLCA with updates to the full School Committee during the December 10 meeting.

IV. Adjourn: 12:08 pm

Respectfully Submitted,
Suzanne Hughes
Duxbury Business Office

IJL - LIBRARY MATERIALS SELECTION AND ADOPTION

The School Committee endorses the School Library Bill of Rights, as adopted by the American Library Association, which asserts that the responsibility of the school library is to:

1. Provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities, and maturity levels of the students served.
2. Provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards.
3. Provide a background of information that will enable students to make intelligent judgments in their daily lives.
4. Provide materials on opposing sides of controversial issues so that young citizens may develop under guidance the practice of critical reading and thinking.
5. Provide materials representative of the many religious, ethnic, and cultural groups and their contributions to our American heritage.
6. Place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive collection appropriate for the users of the library.

Initial purchase suggestions for library materials may come from all personnel--teachers, coordinators, and administrators. Students and parents will also be encouraged to make suggestions. The librarian will recommend materials to be included in the school library. Final approval and authority for distribution of funds will rest with the building Principal subject to the approval of the Superintendent.

Gifts of library books will be accepted in keeping with the above policy on selection. Complaints about library books will be handled in line with policy KEC, Public Complaints about the Curriculum or Instructional Materials.

LEGAL REF.: 603 CMR 26:05

CROSS REF.: KEC, Public Complaints about the Curriculum or Instructional Materials
Adopted by the Duxbury School Committee: February 1, 2017

File: IJL - LIBRARY MATERIALS SELECTION AND ADOPTION

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Initial purchase suggestions for library materials may come from all personnel--teachers, coordinators, and administrators. Students will also be encouraged to make suggestions. The librarian will recommend materials to be included in the school library. Final approval and authority for distribution of funds will rest with the building Principal subject to the approval of the Superintendent.

Gifts of library books will be accepted in keeping with the above policy on selection. Complaints about library books will be hand-led in line with Committee policy on complaints about instructional materials.

SOURCE: MASC - Reference added 2023

LEGAL REF.: 603 CMR [26:05](#)

CROSS REF.: [KE](#), Public Complaints

REFERENCE: American Library Association - Library Bill of Rights

KE - CITIZEN COMPLAINTS/CONCERNS

In a dynamic and responsive school system, the School Committee, Administration and teaching staff will work together to foster free and open interchange of information and ideas with the community about the operation of the schools. The regular sharing of differing points of view, compliments and concerns is one hallmark of a healthy organization.

At times, a parent/citizen may become sufficiently concerned over a situation in the schools to seek to have a change made or to have some corrective action taken. In such cases, the person is encouraged to share concerns with the appropriate school personnel.

The Duxbury School Committee believes that: a) complaints are best received and resolved on a person- to-person basis as close to the origin of the concern as possible; and, b) the professional staff should be given every opportunity to consider the issues and attempt to resolve a problem prior to involvement by the School Committee. Therefore, the proper channeling of complaints involving personnel, curriculum or school operations, will be as follows:

1. Citizen to Teacher/Department Head/Curriculum Supervisor
2. Citizen to Building Administrator
3. Citizen to Business Manager or Assistant Superintendent, as appropriate
4. Citizen to Superintendent
5. Citizen to School Committee

Every effort will be made to include in later meetings the classroom teacher and/or other persons with first-hand knowledge of the issues. The Duxbury School Committee expects the professional staff to receive complaints courteously and to make proper reply within five working days. Every effort will be made to ENCOURAGE citizens to follow the sequence of complaints.

No member of the community will be denied the right to bring a complaint to the Duxbury School Committee. However, all complaints to the Committee will be referred to the Superintendent for resolution prior to investigation or action by the School Committee. Exceptions will be made only when complaints concern School Committee actions.

LEGAL REFS.: MG.L. 76:5

Status: Currently in Effect

Last Adopted: Date not recorded; prioritized for review.

File: KE - PUBLIC COMPLAINTS

Although no member of the community will be denied the right to bring their complaints to the Committee, they will be referred through the proper administrative channels for solution before investigation or action by the Committee. Exceptions will be made when the complaints concern Committee actions or Committee operations only.

The Committee believes that complaints are best handled and resolved as close to their origin as possible, and that the professional staff should be given every opportunity to consider the issues and attempt to resolve the problem prior to involvement by the Committee. Therefore, the proper channeling of complaints involving instruction, discipline or learning materials will be as follows:

1. Teacher
2. School building administrator
3. Superintendent
4. School Committee

If a complaint, which was presented to the Committee and referred back through the proper channels, is adjusted before it comes back to the School Committee, a report of the disposition of the matter will be made to the Committee and then placed in the official files.

Complaints about school personnel will be investigated fully and fairly. However, before any such complaint is investigated, the complainant must submit their complaint in writing. Anonymous complaints will be disregarded.

Matters referred to the Superintendent and/or School Committee must be in writing and should be specific in terms of the action desired.

The Committee expects the professional staff to receive complaints courteously and to make a proper reply to the complainant.

SOURCE: MASC - Updated 2022

LEGAL REFS.: M.G.L. [76:5](#)

603 CMR [26.00](#)

AA - SCHOOL DISTRICT LEGAL STATUS

The legal basis for public education in Duxbury is vested in the will of the people as expressed in the Constitution of Massachusetts and state statutes pertaining to education.

Under the Massachusetts General Laws:

"...Every town shall maintain...a sufficient number of schools for the instruction of all children who may legally attend a public school therein."

The public educational system of Duxbury structurally is a department of the Town operated under laws pertaining to education and under regulations of the State Board of Education. The area served by the Duxbury Public Schools is coterminous with the Town of Duxbury.

LEGAL REFS.: Constitution of Massachusetts, Part II, Chapter V, Section II M.G.L. 71:1

CROSS REF.: BB, School Committee Legal Status

Historical Note: Massachusetts has the oldest public school system in the nation. Dating back to 1647, the laws of the Massachusetts Bay Colony required towns to provide for a program of public education.

Status: Currently in Effect

Last Adopted: Date not recorded; prioritized for review.

File: AA - SCHOOL DISTRICT LEGAL STATUS

The legal basis for public education in the District is vested in the will of the people as expressed in the Constitution of Massachusetts and state statutes pertaining to education.

Under the General Laws of Massachusetts,

"... Every town shall maintain... a sufficient number of schools for the instruction of all children who may legally attend a public school therein."

The public educational system of _____ structurally is a department of the municipality operated under laws pertaining to education and under regulations of the Massachusetts Board of Education. The area served by the _____ Public Schools is coterminous with the Town of _____.

LEGAL REFS.: Constitution of Massachusetts, Part II, Chapter V, Section II

M.G.L. [71:1](#)

CROSS REF.: [BB](#), School Committee Legal Status

Historical Note: Massachusetts has the oldest public school system in the nation. Dating back to 1647, the laws of the Massachusetts Bay Colony required towns to provide for a program of public education.

SOURCE: MASC - Updated 2022

NOTE: A statement under this code is usually statutory and informational. This statement presents statutory information relating to Massachusetts school districts. Historical notes on the school district's organization and information on its areas or boundaries might also be included.

The cross reference is to a related policy in this reference manual and is offered as a suggestion for cross-referencing your own statement in this category.

ACA - NONDISCRIMINATION ON THE BASIS OF SEX

The School Committee, in accordance with Title IX of the Education Amendments of 1972, declares that the school system does not and will not discriminate on the basis of sex in the educational programs and activities of the public schools. This policy will extend not only to students with regard to educational opportunities, but also to employees with regard to employment opportunities.

The School Committee will continue to ensure fair and equitable educational and employment opportunities, without regard to sex, to all of its students and employees.

The Committee will designate an individual to act as the school system's Title IX compliance officer. All students and employees will be notified of the name and office address and telephone number of the compliance officer.

LEGAL REFS.: Title IX of the Education Amendments of 1972

45 CFR, Part 86, (Federal Register, 6/4/75)

M.G.L. 76:5; 76:16 (Chapter 622 of the Acts of 1971)

Board of Education Chapter 622 Regulations Pertaining to Access to Equal Educational Opportunity, adopted 6/24/75, amended 10/24/78

Board of Education 603 CMR 26:00

CROSS REF.: AC, Nondiscrimination

Status: Currently in Effect

Last Adopted: Date not recorded; prioritized for review.

File: ACA - NONDISCRIMINATION ON THE BASIS OF SEX

The School Committee, in accordance with Title IX of the Education Amendments of 1972, declares that the school district does not and will not discriminate on the basis of sex, sexual orientation or gender identity in the educational programs and activities of the public schools. This policy will extend not only to students with regard to educational opportunities, but also to employees with regard to employment opportunities.

The School Committee will continue to ensure fair and equitable educational and employment opportunities, without regard to sex, sexual orientation or gender identity, to all of its students and employees.

The Committee will designate an individual to act as the school district's Title IX compliance officer. All students and employees will be notified of the name and office address and telephone number of the compliance officer.

LEGAL REFS.: Title IX of the Education Amendments of 1972

45 CFR, Part 86, (Federal Register, 6/4/75)

M.G.L. [76:5](#); [76:16](#) (Chapter 622 of the Acts of 1971)

BESE 603 CMR [26:00](#)

REFERENCE: USDOE Notice of Interpretation - <https://www.ed.gov/news/press-releases/us-department-education-confirms-title-ix-protects-students-discrimination-based-sexual-orientation-and-gender-identity>

CROSS REF.: [AC](#), Nondiscrimination Policy Including Harassment and Retaliation

SOURCE: MASC - Updated 2022

Note: January 2025 - Reverted back to 2022 policy after Federal Court Ruling on Title IX

ACE - NONDISCRIMINATION ON THE BASIS OF HANDICAP

Title II of the Americans With Disabilities Act of 1992 requires that no qualified individual with a disability shall, because the District's facilities are inaccessible to or unusable by individuals with disabilities, be excluded from participation in, or be denied the benefits of the services, programs, and activities of the District or be subject to discrimination. Nor shall the District exclude or otherwise deny services, programs, or activities to an individual because of the known disability of a person with whom the individual is known to have a relationship or association.

Definition: A "qualified individual with a disability" is an individual with a disability who, with or without reasonable modification to rules, policies, or practices, the removal of architectural, communication, or transportation barriers, or the provision of auxiliary aids and services, meets the essential eligibility requirements for the receipt of services or the participation in programs or activities provided by the District.

Reasonable Modification: The District shall make reasonable modifications in policies, practices, or procedures when the modifications are necessary to avoid discrimination on the basis of disability, unless the District can demonstrate that making the modifications would fundamentally alter the nature of the service, program, or activity.

Communications: The District shall take the appropriate steps to ensure that communications with applicants, participants, and members of the public with disabilities are as effective as communications with others. To this end, the District shall furnish appropriate auxiliary aids and services where necessary to afford an individual with a disability an equal opportunity to participate in, and enjoy benefits of, a service, program, or activity conducted by the District. In determining what type of auxiliary aid or service is necessary, the District shall give primary consideration to the requests of the individuals with disabilities.

Auxiliary Aids and Services: "Auxiliary aids and services" includes (1) qualified interpreters, note takers, transcription services, written materials, assisted listening systems, and other effective methods for making aurally delivered materials available to individuals with hearing impairments; (2) qualified readers, taped texts, audio recordings, Braille materials, large print materials, or other effective methods for making visually delivered materials available to individuals with visual impairments; (3) acquisition or modification of equipment or devices and (4) other similar services and actions.

Limits of Required Modification: The District is not required to take any action that it can demonstrate would result in a fundamental alteration in the nature of a service, program, or activity or in undue financial and administrative burdens. Any decision that, in compliance with its responsibility to provide effective communication for individuals with disabilities, would fundamentally alter the service, program, or activity or unduly burden the District shall be made by the School Committee after considering all resources available for use in funding and

File: ACE - NONDISCRIMINATION ON THE BASIS OF DISABILITY

Title II of the Americans With Disabilities Act of 1992 requires that no qualified individual with a disability shall, because the District's facilities are inaccessible to or unusable by individuals with disabilities, be excluded from participation in, or be denied the benefits of the services, programs, and activities of the District or be subject to discrimination. Nor shall the District exclude or otherwise deny services, programs, or activities to an individual because of the known disability of a person with whom the individual is known to have a relationship or association.

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Limits of Required Modification: The District is not required to take any action that it can demonstrate would result in a fundamental alteration in the nature of a service, program, or activity or in undue financial and administrative burdens. Any decision that, in compliance with its responsibility to provide effective communication for individuals with disabilities, would fundamentally alter the service, program, or activity or unduly burden the District shall be made by the School Committee after considering all resources available for use in funding and operating the program, service, or activity. A written statement of the reasons for reaching that conclusion shall accompany the decision.

Notice: The District shall make available to applicants, participants, beneficiaries, and other interested persons information regarding the provisions of Title II of the American with Disabilities Act (ADA) and its applicability to the services, programs, or activities of the District. The information shall be made available in such a manner as the School Committee and Superintendent find necessary to apprise such persons of the protections against discrimination assured them by the ADA.

Compliance Coordinator: The District shall designate at least one employee to coordinate its efforts to comply with and carry out its responsibilities under Title II of ADA, including any investigation of any complaint communicated to it alleging its noncompliance or alleging any actions that would be prohibited under ADA. The District shall make available to all interested individuals the name, office address, and telephone number of the employee(s) so designated and shall adopt and publish procedures for the prompt and equitable resolution of complaints alleging any action that would be prohibited under the ADA. The school district receives federal financial assistance and must comply with the above requirements. Additionally, the School Committee is of the general view that:

1. Discrimination against a qualified disabled person solely on the basis of disability is unfair; and
2. To the extent possible, qualified disabled persons should be in the mainstream of life in the school community. Accordingly, employees of the school district will comply with the above requirements of the law and policy statements of this Committee to ensure nondiscrimination on the basis of disability.

SOURCE: MASC Reviewed 2022

LEGAL REFS.: Rehabilitation Act of 1973, Section 504, as amended

Education for All Disabled Children Act of 1975

M.G.L. [71B:1](#) et seq. (Chapter 766 of the Acts of 1972)

Title II, Americans with Disabilities Act of 1992, as amended

Board of Education Chapter 766 Regulations, adopted 10/74, as amended through 3/28/78

CROSS REFS.: [IGB](#), Support Services Programs

NOTE: Due to federal and state laws, many school committees are adopting policies and extensive regulations pertaining to Nondiscrimination on the Basis of Disability. At times, policy, regulations, and specific plans for action are combined in one long statement presented as policy. Other school districts present policy and regulatory statements separately.

ADC - TOBACCO-FREE SCHOOLS

M.G.L. Chapter 71, section 37H, prohibits the use of any tobacco products within the school buildings, the school facilities, on the school grounds or on school buses by any individuals, including school personnel and members of the public. The Duxbury Public Schools supports this law which provides a healthy environment for students and staff.

Specific consequences of non-compliance by students will be addressed through the Code of Conduct.

Staff will be subject to progressive discipline for non-compliance.

The Student Assistance Counselor will provide information to students and staff who need assistance in smoking cessation.

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

Status: Currently in Effect

Last Adopted: Date not recorded; prioritized for review.

File: ADC - TOBACCO PRODUCTS ON SCHOOL PREMISES PROHIBITED

Use of any tobacco products, including, but not limited to: cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco, snuff, electronic cigarettes, electronic cigars, electronic pipes or other similar products that rely on vaporization or aerosolization, within the school buildings, school facilities, on school grounds or school buses, or at school sponsored events 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.

A student determined to be in violation of this policy shall be subject to disciplinary action pursuant to the student discipline code.

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.

SOURCE: MASC - Updated 2022

LEGAL REF: M.G.L. [71:37H](#); [270:6](#)

CROSS REFS.: [GBED](#), Tobacco use on School Property by Staff Members Prohibited

[JICH](#), Alcohol, Tobacco and Drug Use by Students Prohibited

AE - COMMITMENT TO ACCOMPLISHMENT

The Duxbury School Committee, through the Superintendent of Schools, accepts its ultimate responsibility for all facets of school operations and programs. Its chief responsibility is accomplishment of the goals and objectives it sets forth, subject to the financial support that must be given these aims by residents.

As part of its accountability to Duxbury residents, the Duxbury School Committee will maintain a program of accountability throughout the school system. This program will consist of the following elements:

1. Clear statements of expectations and purposes as they relate to areas of operations, programs department, and positions.
2. Provision of the staff, resources, and support necessary to achieve stated expectations and purposes.
3. Evaluation of operations, programs, instruction, and services to determine how well expectations and purposes are being met.
4. Evaluation of the efforts of individuals employed by the School Committee and of the School Committee itself, with the first purpose of evaluation being to help all individuals make a maximum contribution to the goals of the school system.
5. Revision, modification and innovations as necessary to accomplish purposes and improve operations and programs.

Status: Currently in Effect

Last Adopted: Date not recorded; prioritized for review.

File: AE - COMMITMENT TO ACCOMPLISHMENT

The School Committee accepts ultimate responsibility for all facets of school operations. Because it is accountable to residents of the District, the School Committee will maintain a program of accountability consisting of the following elements:

- Clear statements of expectations and purpose as these relate to operations, programs, departments, and positions.
- Provisions for the staff, resources, and support necessary to achieve stated expectations and purposes, subject to financial support by residents of the District.
- Evaluation of operations and instructional and staff development programs to determine how well expectations and purposes are being met.
- Specific performance objectives to enable individuals to direct their own efforts to the goals and objectives of the District.
- Evaluation of the efforts of employees in line with stated objectives, with the first purpose of evaluation being to help each individual make a maximum contribution to the goals of the District.

Every effort will be made by the School Committee, Superintendent, and staff to fulfill the responsibilities inherent in the concept of accountability.

SOURCE: MASC - Reviewed 2022