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The following item will be discussed at the meeting of the Standing Committee on Governance and Employee Issues to be held virtual and/or in-person on Tuesday, August 30, 2022 at 4:30 p.m. in Room 410 of the Durkin Administration Building:

gb 0-28 - Mayor Petty/Miss Biancheria/Mrs. Clancey/Mr. Foley/Ms. McCullough/Mr. Monfredo/Ms. Novick (January 8, 2020)

To create an Ad Hoc Subcommittee of the Worcester School Committee to consider changes to the school committee rules, meetings and agendas to make the work of the School Committee and our meetings more effective and better aligned with the focus on the strategic direction of the district. These changes should reflect best practices and address the recommendations included in the Department of Elementary and Secondary Education's report from 2017.

gb #0-288.1 - Administration/Ms. Novick/Mrs. Clancey/Ms. McCullough (September 22, 2020)

Response of the Administration to the request to outline in writing under what circumstances the Department of Children and Families is called regarding a family or child, particularly with regard to student attendance.

gb #0-368 - Ms. Novick/Mrs. Clancey/Ms. McCullough (November 23, 2020)

To create Worcester School Committee operational norms.

gb #1-285 - Administration (October 14, 2021)

To formulate a policy regarding the use and replacement of Chromebooks and their accessories.

gb #2-119 - Novick (March 31, 2022)

To consider a one-year alteration to the district policy limiting excused absences to 7 days, in light of quarantine requirements during the COVID-19 pandemic.

gb 2-175 - Clancey (May 25, 2022)

Request that the Administration review and update the Dress Code Policy, if necessary and the policy under Student Lockers regarding backpacks made of a mesh or transparent material.

Committee Members
Laura Clancey, Chair
Molly McCullough, Vice-Chair
Jermaine Johnson

Administrative Representative
Helen A. Friel, Ed.D.
Jennifer Boulais

OFFICE OF THE
CLERK OF THE SCHOOL COMMITTEE
WORCESTER PUBLIC SCHOOLS
20 IRVING STREET
WORCESTER, MA 01609

AGENDA #7

The Standing Committee on GOVERNANCE AND EMPLOYEE ISSUES will hold a virtual and/or in-person meeting:

on: Tuesday, August 30, 2022
at: 4:30 p.m.
in: Room 410 of the Durkin Administration Building

ORDER OF BUSINESS

- I. CALL TO ORDER
- II. ROLL CALL
- III. GENERAL BUSINESS

ros 0-9 - Administration (September 23, 2020)

RENNIE CENTER FOR EDUCATION RESEARCH & POLICY – REPORT ON THE TECHNOLOGY SECTION FROM THE STRATEGIC PLAN

gb 0-28 - Mayor Petty/Miss Biancheria/Mrs. Clancey/Mr. Foley/Ms. McCullough/Mr. Monfredo/Ms. Novick (January 8, 2020)

To create an Ad Hoc Subcommittee of the Worcester School Committee to consider changes to the school committee rules, meetings and agendas to make the work of the School Committee and our meetings more effective and better aligned with the focus on the strategic direction of the district. These changes should reflect best practices and address the recommendations included in the Department of Elementary and Secondary Education's report from 2017.

gb 0-288.1 - Administration/Ms. Novick/Mrs. Clancey/Ms. McCullough
(September 22, 2020)

Response of the Administration to the request to outline in writing under what circumstances the Department of Children and Families is called regarding a family or child, particularly with regard to student attendance.

gb 0-368 - Ms. Novick/Mrs. Clancey/Ms. McCullough (November 23, 2020)

To create Worcester School Committee operational norms.

ros 1-7 - Administration (April 7, 2021)

RENNIE CENTER-PROGRESS ON STRATEGIC PLAN

ros 1-10 - Administration (July 14, 2021)

To update the Superintendent's Goals and to consider changing the evaluation cycle to reflect the school year

gb 1-285 - Administration (October 14, 2021)

To formulate a policy regarding the use and replacement of Chromebooks and their accessories.

gb 1-322.1 -Administration/Ms. McCullough/Mrs. Clancey/Mr. Monfredo/
Ms. Novick (January 12, 2022)

Response of the Administration to the request to review the policies for athletic eligibility.

c&p 2-8 - Clerk (April 13, 2022)

To consider a petition from the PTO at Chandler Magnet School to convert the school to a completely bilingual school.

c&p 2-11 - Clerk (May 3, 2022)

To consider a communication from the EAW for approval of a donation of sick days to a systemwide teacher from a co-worker.

c&p 2-12 - Clerk (May 9, 2022)

To consider a communication from the EAW to provide member feedback on the student dysregulation issue.

gb 2-24 - Ms. Novick/Ms. Clancey/Ms. Mailman (January 12, 2022)

To consider what observances are recognized by the Worcester Public Schools.

gb 2-25 - Ms. Novick/Ms. Clancey/Ms. Kamara (January 12, 2022)

To make provision within all WPS secondary schools of space for prayer during the day for those whose religious observance requires it; relatedly; to add to the student handbook notification to students and families that such provision will be made as needed.

gb 2-119 - Novick (March 31, 2022)

To consider a one-year alteration to the district policy limiting excused absences to 7 days, in light of quarantine requirements during the COVID-19 pandemic.

gb 2-140 - Clancey (April 11, 2022)

Request that the Administration provide an update within the next couple of weeks on the caseload numbers and make sure that the Mental Health staff is placed where the biggest need is in the schools for the following positions:

- School Psychologists
- School Adjustment Counselors and
- any other positions that provide social-emotional support to WPS students.

gb 2-144 - Mailman (May 6, 2022)

Request that the Administration provide the rules from the Human Resources Department regarding CORI background checks for school based volunteers, including PTOs.

gb 2-147 - Novick (May 11, 2022)

To review district policy ACAB to ensure alignment with the United States Department of Education August 2021 "Letter to Students, Educators, and other Stakeholders re: Victim Rights Law Center et al. v. Cardona," the United States Department of Education July 2021 "Questions and Answers on the Title IX Regulations Regarding Sexual Harassment," and proposed rulemaking as released by the United States Department of Education.

gb 2-175 - Clancey (May 25, 2022)

Request that the Administration review and update the Dress Code Policy, if necessary and the policy under Student Lockers regarding backpacks made of a mesh or transparent material.

gb 2-176 - Clancey (May 25, 2022)

Request that the Administration review and update the Attendance Policy, if necessary.

gb 2-192 McCullough (June 6, 2022)

To explore utilizing retired educators to help with current hiring gaps.

Motion gb #2-6 - Administration - (January 4, 2022)

To consider input from the School Committee's student representatives.

Facilities

Create more single use bathrooms, limit the locking of bathrooms and enhance the HVAC and heating systems.

V. ADJOURNMENT

Helen A. Friel, Ed.D.
Clerk of the School Committee

STANDING COMMITTEE: **GOVERNANCE AND EMPLOYEE ISSUES**

DATE OF MEETING: Tuesday, August 30, 2022

ITEM: Mayor Petty/Miss Biancheria/Mrs. Clancey/Mr. Foley/Ms. McCullough/
Mr. Monfredo (January 8, 2020)

To create an Ad Hoc Subcommittee of the Worcester School Committee to consider changes to the school committee rules, meetings and agendas to make the work of the School Committee and our meetings more effective and better aligned with the focus on the strategic direction of the district. These changes should reflect best practices and address the recommendations included in the Department of Elementary and Secondary Education's report from 2017.

PRIOR ACTION:

- 2-17-22 - SCHOOL COMMITTEE MEETING - The School Committee approved on a roll call of 7-0, the action of the Standing Committee as amended.
- School Committee Member Mailman made the following motion:
Request that Rule 26 be amended to contain the following language:
"The vice-chair of the School Committee will have final authority over the posted agenda."
On a roll call of 7-0, the motion for that item was held for the next School Committee meeting.
School Committee Member Novick requested that the language contained in the descriptions of the Standing Committees be updated at the next meeting of the Standing Committee on Governance and Employee Issues.

BACKUP:

- Annex A (1 page) contains a copy of the proposed description for the Standing Committee on Finance and Operations.
- Annex B (1 page) contains a copy of the current Standing Committee descriptions.

Finance and Operations Proposed Description

The Standing Committee on Finance and Operations provides the full year oversight of the budget of the Worcester Public Schools as required by Massachusetts General Laws ch. 71, sec. 37 through the review of quarterly budget reports, the reception of reports of the auditors, and issues of payroll, procurement, and financial management and planning that may fall under the purview of the Committee. The Standing Committee provides for facilities management, repair, and capital planning so far as it is under district purview. The Standing Committee also oversees the operational aspects of the district under the departments of School Nutrition, Student Transportation, Information Technology, and School Safety.

Current Standing Committee Descriptions

Finance and Operations

Content: Issues regarding school finance, budgeting, financial planning, accounting, auditing, financial reporting, payroll, procurement, facilities management, student transportation, school nutrition, and information technology to support the district.

Governance and Employee Issues

Content: Issues regarding the development and approval of policy governing the school system and issues related to human resource recruitment, hiring, retention, and evaluation to support intended outcomes of college and career readiness for every student. Petitions, discussion of legislative bills and legislative breakfast meetings are handled in this committee.

School and Student Performance

The purpose of the School and Student Performance Standing Committee is to inquire into and report on matters pertaining to:

- measures of district and school-level performance and improvement
- research and program evaluation
- student assessment
- accountability planning

Teaching, Learning and Student Supports

The Standing Committee on Teaching, Learning and Student Supports addresses topics, policies and practices related to curriculum, instruction, assessment, professional development, instructional materials, and student support services. In doing so, the Committee monitors and reviews the structures and processes integral to the delivery of the core curriculum. It focuses as well on supplemental and intervention instruction, designed to meet the academic and social-emotional needs of students as each school strives to reach the intended outcomes of college and career readiness for every student. The content and annual edits to the Student Handbook and the Policies Handbook will be referred to the Standing Committee on Governance and Employee Issues prior to approval by the Full School Committee.

STANDING COMMITTEE: **GOVERNANCE AND EMPLOYEE ISSUES**

DATE OF MEETING: Tuesday, August 30, 2022

ITEM: Administration/Ms. Novick/Mrs. Clancey/Ms. McCullough (September 22, 2020)

Response of the Administration to the request to outline in writing under what circumstances the Department of Children and Families is called regarding a family or child, particularly with regard to student attendance.

PRIOR ACTION:

- 9-17-20 - On a roll call of 7-0, the item was referred to the Administration for a report back on October 1, 2020.
- 10-1-20 - Ms. Novick made the following motion:
Request that the item be held for a more detailed report outlining under what circumstances the Department of Children and Families is called regarding a family or child, particularly with regard to student attendance.
On a roll call of 7-0, the motion was approved.
Ms. Mahoney indicated that the same guidelines are being followed during remote learning which is that a staff member will make every effort possible to connect with a student and family if the student has not been participating in remote learning before a 51A is filed.
Mayor Petty stated that he would like to forward the item to the Standing Committee on Governance and Employee Issues for a written policy to be developed.
Ms. Novick made the following motion:
Request that the item be referred to the Standing Committee on Governance and Employee Issues.
On a roll call of 7-0, the motion was approved.
Superintendent Binienda stated that there has been an increase in mental health challenges.

BACKUP:

The Administration recommends that the item be filed.

STANDING COMMITTEE: **GOVERNANCE AND EMPLOYEE ISSUES**

DATE OF MEETING: Tuesday, August 30, 2022

ITEM: Ms. Novick/Mrs. Clancey/Ms. McCullough (November 23, 2020)

To create Worcester School Committee operational norms.

PRIOR ACTION:

12-3-20 - Miss Biancheria made the following motions:
Request that all School Committee members be allowed to add any additional information they feel is pertinent to the item.
Request that School Committee members be notified when the item will be discussed at the Standing Committee level.
Request that the item be held for discussion at the Standing Committee level at a later date due to the remote learning issues.
On a roll call of 7-0, the motion was approved.
Mr. Foley suggested that a retreat be scheduled to discuss operational norms.
On a roll call of 7-0, the item was referred to the Standing Committee on Governance and Employee Issues.

(Continued on page 2.)

BACKUP:

Annex A (3 pages) contains copies of sample norms from other committees.

PRIOR ACTION:

- 3-22-21 - STANDING COMMITTEE ON GOVERNANCE AND EMPLOYEE ISSUES
Mr. Monfredo suggested review of the norms from the Massachusetts Association of School Committee and consider possible amendment for the following year.
Mrs. Clancey made the following motion:
Request that pages 6, 7 and 8 of Annex B of the backup be forwarded to School Committee to fill out and forward back to the Clerk of the School Committee to be discussed at a future meeting of the Standing Committee.
On a roll call of 3-0, the motion was approved.
Mr. Monfredo requested that Annex A of the backup be forwarded to School Committee members.
Mrs. Clancey requested that Ms. Novick forward to the Clerk of the School Committee the norms that she has from other school districts.
- 4-8-21 - SCHOOL COMMITTEE MEETING – The School Committee approved the action of the Standing Committee as stated.

SUDBURY PUBLIC SCHOOLS

School Committee Protocols

For the purpose of effective governance and enhancing teamwork among members of the School Committee and between members of the administration, the Sudbury School Committee adopts the following operating principles:

The School Committee will:

1. Represent the needs and interests of **all** students in the District and place their interests above all others in the decisions we make.
2. Exercise leadership in vision, planning, policy making, budget, communication, and advocacy on behalf of the students and District and evaluate the effectiveness of the Superintendent. It is the Superintendent's responsibility to manage the day-to-day operations of the District and to oversee personnel issues.
3. Conduct business through a set agenda. Emerging items will be addressed in subsequent meetings through agenda items.
4. Base our decisions upon available facts, vote our convictions, avoid bias, and uphold and support the decisions of the majority of the School Committee once a decision is made.
5. Acknowledge that a School Committee meeting is a meeting that is held in public, not a public meeting, and make every effort to ensure that the Committee meetings are effective and efficient. We welcome community members to attend our meetings and participate during public comment.
6. Maintain an open environment where each member is empowered to freely express opinions, concerns, and ideas. Keep an open mind and accept that members can change their opinions.
7. We will respect staff and fellow board members at all times. Treat everyone with dignity and respect, even in times of disagreement.
8. Refer any important questions or concerns received from members of the community to the Superintendent. The Superintendent, not any School Committee member, has the authority to investigate. The Superintendent shall provide their response to Committee members. It is not the role of the School Committee or any of its members to resolve issues.
9. Recognize the importance of proactive communication and agree that there will be no surprises for the Committee or the Superintendent. If School Committee members have questions or concerns, they agree to contact the Superintendent as well in advance of a meeting as practical.
10. Channel requests for information through the Superintendent or the School Committee chair and not directly to staff. The Superintendent will ensure that each member has equal access to this information.
11. The School Committee Chair and/or their liaison/designee and the Superintendent will represent the positions of the School Committee to the media or other public bodies.
12. Maintain confidentiality of Executive Session.



Tewksbury School Committee

Protocols

For the purpose of enhancing teamwork among members of the School Committee and between our School Committee and administration, we, the members of the Tewksbury School Committee, do hereby publicly commit ourselves collectively and individually to the following operating protocols:

1. The School Committee will represent the needs and interests of **ALL** the children in our district.
2. The School Committee will lead by example and work to build trust. We agree to avoid words and actions that create a negative impression of an individual, the School Committee, or the district. While we encourage debate and differing points of view, we will speak with care and respect.
3. Surprises to the School Committee or the superintendent will be the exception, not the rule. We agree to ask the School Committee Chair or the Superintendent to place an item on the agenda instead of bringing it up unexpectedly at a meeting.
4. The School Committee will help establish the vision, create policies and assure accountability. The Superintendent will manage the schools and staff.
5. The School Committee will speak to the issues on the agenda, not engage in inappropriate debate. Facts and information needed from the administration will be referred to the Superintendent.
6. Communications between staff and the School Committee are encouraged. School Committee requests of staff are to be directed to the Superintendent.
7. All personnel complaints and criticisms received by the School Committee or its individual members will be directed to the Superintendent.
8. The School Committee will encourage others to follow the district Chain of Communication policy.
9. The School Committee will consider research, best practice, public input and financial impacts in their decision making.
10. The Superintendent is the Chief Executive Officer responsible for the day-to-day operations of the district and for advising the School Committee on items that come before it.
11. When executive sessions are held, School Committee Members will honor the confidentiality of the discussions.
12. The School Committee and Superintendent will facilitate goal setting for the school district.
13. Individual School Committee Members do not have authority. Only the School Committee as a whole has authority. We agree that an individual School Committee Member will not take unilateral action.
14. When School Committee Members attend meetings of other committees or boards as liaisons from the School Committee, they will be speaking as individuals and not for the Committee except when reporting a decision of the majority of the School Committee.

Melrose School Committee/Superintendent Operating Protocols: 2016

As elected members of the Melrose School Committee, we, including the Superintendent, accept the high honor and trust that has been placed in us to ensure that the students of the district receive the best education possible. In accepting this role, we hold the pursuit of that goal as our sacred duty. To that end, we hereby commit to the following in the conduct of our business. We will:

Support the educational welfare and well being of all students

- Establish a vision, create policies, and assure accountability to sustain continuous improvement in teaching and learning, leaving the day-to-day operations to the Superintendent and staff.
- Represent the needs, interests, and achievement of all students in the district and place these above all else in the decisions we make.
- Clearly define success and accountability for the Committee, Superintendent, staff, and students.


Demonstrate professional and collegial relations with one another

- Maintain trust and mutual respect between and among Committee members, the Superintendent, and the administration by treating everyone with dignity and respect, even in times of disagreement.
- Base our decisions on available facts, vote our convictions, avoid bias, and uphold and support the decisions of the majority of the Committee once a decision is made.
- Recognize that authority rests only with majority decisions of the Committee and make no independent commitments or take any independent actions that may compromise the Committee as a whole.
- Agree that our positions will not be used for personal or partisan gain.
- Acknowledge that a Committee meeting is a business meeting held in public – not a public meeting. We will make every effort to ensure that meetings are effective and efficient.
- Respect the leadership roles of the Committee Chair and Superintendent.

Dedicate ourselves to establishing and maintaining effective communication

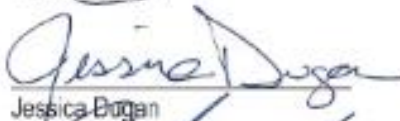
- Channel requests for information, reports, and data through the Superintendent and the Chair rather than directly to staff. The Superintendent will ensure that each member has equal access to this information in a timely manner. Share information to the extent possible.
- Recognize the importance of proactive communication and agree that there will be no surprises. If Committee members have questions or concerns, they agree to contact the Superintendent well in advance of a meeting.
- Maintain the confidentiality of privileged information and respect the Open Meeting Law.
- Refer constituent concerns and complaints to the appropriate person within the district chain of communication.
- Recognize the importance of working collaboratively with city officials to improve our schools and actively seek ways to enlist their support for our efforts.
- Recognize the importance of honoring our norms and beliefs and agree to take responsibility for respectfully reminding one another when we get off track.


Christine Casatelli

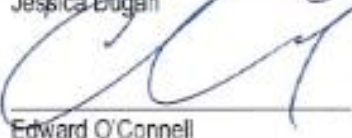

Lizbeth DeSejnp


Mayor Robert Dolan


Margaret Driscoll


Jessica Dugan


Jaime McAllister-Grande


Edward O'Connell

STANDING COMMITTEE: **GOVERNANCE AND EMPLOYEE ISSUES**

DATE OF MEETING: Tuesday, August 30, 2022

ITEM: Administration (October 14, 2021)

To formulate a policy regarding the use and replacement of Chromebooks and their accessories.

PRIOR ACTION:

10-21-21 - On a roll call of 6-0-1 (absent Miss Biancheria), the item was referred to the Standing Committee on Governance and Employee Issues.

11-23-21 - STANDING COMMITTEE ON GOVERNANCE AND EMPLOYEE ISSUES
Superintendent Binienda stated that since becoming a 1-1 district, the Administration has been in receipt of broken or missing Chromebooks and chargers. She stated that it has become a financial burden to replace those items. The Administration found that other school districts have an agreement that parents need to sign stating that if there is a missing or damaged Chromebook or accessory that they are responsible financially for those items. The Administration drafted a policy and was looking for guidance from the Committee on formulating a policy.

Mr. Walton stated the WPS IT department is responsible for the upkeep of Chromebooks. Since the return to in-person learning, the number of damaged Chromebooks has increased whether done intentionally or unintentionally.

Mr. Monfredo stated that there should be a policy created to include some responsibility on the students and parents.

Ms. Novick stated that there are already policies in place regarding technical use (Policies IJ, EB and JQ) and feels there is no a need to create an additional policy. She recommended that the item be forwarded to the Standing Committee on Finance and Operations to seek other available resources.

Superintendent Binienda has met with Mr. Allen to discuss ways to fund the replacements and stated that the drafted policy was the result of those meetings.

Mr. Walton spoke to the suggestion of implementing an insurance clause into the policy. He also stated that approximately 500-600 Chromebooks were perhaps intentionally broken. Four thousand chargers have been ordered due to loss.

(Continued on Page 2)

BACKUP: Due to the fact that this item was discussed and filed under gb 2-226, the Administration recommends that the item be filed.

PRIOR ACTION (continued)

11-23-21 - (continued)

Ms. Novick made the following motion:

Request that the question of sustainable funding be forwarded to the Standing Committee on Finance and Operations to research other available sources.

On a roll call of 2-1 (nay Mr. Monfredo) the motion was referred to the Standing Committee on Finance and Operations.

12-2-21 - SCHOOL COMMITTEE MEETING - The School Committee approved the action of the Standing Committee as amended.

Mr. Monfredo made the following motion:

Request that the Administration consider a contract for families to sign and research other school districts' policies regarding the proper use of Chromebooks and accountability for them.

Ms. McCullough requested that Mr. Monfredo's motion be amended to update the current policy to include the word Chromebooks.

On a roll call of 7-0, the motion was approved as amended.

Ms. Novick made the following motion:

Request that the Administration distribute the surplus Chromebooks at South High Community School, that were given to the schools from MSBA, to those schools in need of replacement Chromebooks.

On a roll call of 5-2 (nays Miss Biancheria and Mr. Monfredo), the motion was approved.

STANDING COMMITTEE: **GOVERNANCE AND EMPLOYEE ISSUES**

DATE OF MEETING: Tuesday, August 30, 2022

ITEM: Novick (March 31, 2022)

To consider a one-year alteration to the district policy limiting excused absences to 7 days, in light of quarantine requirements during the COVID-19 pandemic.

PRIOR ACTION:

- 4-7-22 - Member O'Connell Novick stated that students are only allowed seven excused absences and is concerned for the students who have had COVID multiple times. She would like the policy discussed in Standing Committee.
Superintendent Binienda stated that she and many principals do not follow that policy due to the pandemic. There is a special code C that is put into the computer to mark a student as absence for COVID reasons.
On a roll call of 7-0, the item was referred to the Standing Committee on Governance and Employee Issues.

BACKUP:

The Administration will be prepared to speak to the item.

STANDING COMMITTEE: **GOVERNANCE AND EMPLOYEE ISSUES**

DATE OF MEETING: Tuesday, August 30, 2022

ITEM: Clancey (May 25, 2022)

Request that the Administration review and update the Dress Code Policy, if necessary and the policy under Student Lockers regarding backpacks made of a mesh or transparent material.

PRIOR ACTION:

- 6-2-22 - Member Clancey made the following amendment to her item:
and the policy under Student Lockers regarding backpacks made of a mesh or transparent material.
Superintendent Binienda inquired as to the printing of the Student Handbook due to the short timeframe.
Member Clancey stated that the Student Handbook can go to print and an addendum will be sent out once the Dress Code and Student Locker policies are revisited and updated.
Ms. Zoghbi suggested that photos or specific language be placed in the Dress Code Policy of the Student Handbook, illustrating what is or is not allowed in schools.
Member Clancey stated that a discussion will take place at the Standing Committee level of appropriate examples to be inserted in the Dress Code Policy.
It was moved and voice voted to refer the item to the Standing Committee on Governance and Employee Issues.

BACKUP:

Annex A (1 page) contains a copy of the amended Student Locker section of the Student Handbook.

Due to the fact that this item was discussed and filed under gb 2-234, the Administration recommends that the item be filed.

Per action taken by School Committee on August 18, 2023, the Student Handbook section regarding Student Lockers (pp. 12-13) now reads as follows:

Student Lockers

All lockers available to students are the property of the Worcester Public Schools. Use of lockers by students is regulated by the school administration and all lockers are subject to inspection by the school administration when deemed appropriate.

Any student assigned a locker must use a school issued lock. The administration will remove all non-school issued locks. If a locker is not used/assigned, the administration will secure it with a lock.

Students must store all gym bags and outerwear (coats and jackets) in their lockers during the school day. For security reasons, students will not be permitted to wear outerwear (coats and jackets) during the school day.

Students will be permitted to carry backpacks of any material at the secondary level during the school day.

Any weapon, drugs or other prohibited items or substances found in a locker in violation of school policy may be considered to be the property of the student assigned to the locker for purposes of disciplinary action under this code.