

Policy Section K

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KA classroom observation

The RSU 1 Board of Directors, teachers, and administrators strongly believe that education is a shared responsibility between parents/guardians and school personnel. At times, parents/guardians or other connected outside providers may wish to formally visit a specific student in a classroom. Each principal shall be responsible for and have authority over the actions of students, professional and support staff, visitors, and connected outside providers hired to perform special tasks. To ensure a successful visitation, a set of regulations will be developed.

Adopted: March 24, 2014

KA-E1 classroom observation parent request

KA-E1

PARENT/PROVIDER REQUEST FOR CLASSROOM VISITATION

RSU 1 welcomes visits to our schools and classrooms by parents, community members, and other interested educators. In addition, we encourage volunteers in our classrooms when opportunities are presented. However, to minimize disruptions to our students' experience in our schools, we have established procedures governing classroom observations.

Parents/guardians or providers will make a written request to the Principal at least **two days** in advance of a requested visitation. An administrator or other school staff member (e.g., special educator, team leader, etc.) may accompany the observer for the duration of the observation. Unless there are special circumstances, visitations will be limited to one person, one visitation per child per month for a period of up to 60 minutes.

DATE: _____

PERSON MAKING REQUEST: _____

STUDENT: _____ SCHOOL: _____ GRADE: _____

Requested Location and Date of Visitation: _____

Reason for Visitation (What specifically would you like to observe?)

[For Outside Agency Providers Only:]

Name of Agency: _____

Purpose of the Visitation: _____ (Must provide proof of release of information signed by parent within past 12 months)

[For RSU 1 Personnel:]

Date of Pre-Conference: _____

Conference Facilitator: _____

Date of Scheduled Visitation: _____

Observer Assigned: _____

Date of Post-Conference: _____

Conference Facilitator: _____

Concerns and/or Main Points Discussed? _____

Adopted: March 24, 2014

KA-R classroom observation regulations

1. A mutually agreed upon date and time will be arranged with the building principal and teacher for the requested classroom visitation.
2. All visitation sessions will be planned in advance so as to not create conflict with the teacher and student schedule. Therefore, arrangements must be made at least 48 hours prior to the time of the classroom visit or observation. Observations will be limited to one time per month for no more than 60 minutes per visit in order to avoid distraction or disruption to the teacher's schedule and classroom atmosphere. Under certain circumstances, such as evaluation, upcoming IEP meeting, crisis intervention etc., a parent or provider may request additional days or time for observation. Under these circumstances, the Principal is directed to use his or her discretion to either approve or decline such requests.
3. Formal observation does not include times when parents are invited to a classroom for a special event or presentation, serve as a volunteer with a teacher, or to enjoy lunch with their student.
4. The principal reserves the right to decline any request for classroom observation/visitation if it is determined that such an observation would cause undue disruption in the educational process.
5. For security reasons, all visitors are required to sign in at the school office, to receive a visitor's badge, and indicate the name of the teacher or destination before proceeding to contact any other person in the building or on the school grounds. All visitors must sign out when leaving the building.
6. To protect the learning environment, the parent/guardian or outside provider will be the only visitor in the classroom during the observation/visitation. Any observer, other than the parent/guardian, must be approved by the principal and have written consent from the parent/guardian describing the reason for the visit/observation. Out of respect for the teaching environment, parents/guardians shall not bring younger siblings or children to the classroom while observing. Parents/guardians or outside providers shall not utilize any electronic equipment such as cell phones or recording devices while in the classroom. Recordings of the observation/visitation shall not be permitted absent specific approval by the principal. Observers should not disrupt the learning environment by engaging students or the teacher in conversation. A follow-up meeting may be scheduled as needed to answer questions or concerns.
7. During the observation/visitation, the principal or his/her designee may be present in the observed setting in order to accommodate follow-up discussion or clarify questions that may arise.
8. Parents/guardians or outside providers that disagree with the decision of the building principal have the right to challenge the decision with the Superintendent of Schools. The

decision of the Superintendent shall be final.

Adopted: March 24, 2014

KBF Title I Parent Involvement

The Board endorses the parent involvement goals of Title I and encourages the regular participation by parents/guardians in all aspects of the school system's Title I programs.

For the purpose of this policy, "parents/guardians" includes other family members involved in supervising the child's schooling.

I. DISTRICT-LEVEL PARENT INVOLVEMENT POLICY

In compliance with federal law, the school unit will develop jointly with, agree on with, and distribute to parents of children participating in the school system's Title I programs a written district-level parent involvement policy. Annually, parents/guardians will have opportunities to participate in the evaluation of the content and effectiveness of the school unit's parent involvement policy and in using the findings of the evaluation to design strategies for more effective parent involvement and to make revisions to the policy.

II. SCHOOL-PARENT INVOLVEMENT POLICY

As required by law, each school in the school unit that receives Title I funds shall jointly develop with parents/guardians of children served in the program a school parent/guardian involvement policy, including "School-Parent Compact" outlining the manner in which parents, school staff, and students will share the responsibility for improved student academic achievement in meeting State standards. The school policy will be distributed to parents/guardians of children participating in the school's Title I programs. The "School-Parent Compact" shall:

A. Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment enabling children in the Title I program to meet the State's academic achievement standards;

B. Indicate the ways in which parents will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, monitoring television watching, volunteering in the classroom, and participating, as appropriate, in decisions related to their children's education and positive use of extra-curricular time; and

C. Address the importance of parent-teacher communication on an ongoing basis, with, at a minimum, parent-teacher conferences, frequent reports to parents, and reasonable access to staff.

III. PARENT INVOLVEMENT MEETINGS

Each school receiving Title I funds shall convene an annual meeting to which all parents/guardians of eligible children shall be invited to inform them about the school's participation in Title I and to involve them in the planning, review, and improvement of the school's Title I programs and the parent involvement policy. In addition to the required annual meeting, at least one other meetings shall be held at various times of the day and/or evenings for parents/guardians of students participating in Title I programs. These meetings shall be used to provide parents with:

A. Information about programs the school provides under Title I;

B. A description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency level students are expected to meet;

C. Opportunities to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children; and

D. The opportunity to submit comments to the district level if they are dissatisfied with the school-wide Title I program. Title I funding, if sufficient, may be used to facilitate parent/guardian attendance at meetings through the payment of transportation and childcare costs.

IV. PARENT RELATIONS

Parents/guardians of children identified for participation in a Title I program shall receive from the building principal and Title I staff an explanation of the reasons supporting their child's selection, a set of objectives to be addressed, and a description of the services to be provided. Parents will receive regular reports on their child's progress and be provided opportunities to meet with the classroom and Title I teachers. Parents will also receive training, materials, and suggestions as to how they can assist in the education of their children at home.

V. DELEGATION OF RESPONSIBILITY

The Superintendent/designee shall be responsible for ensuring that the school unit's Title I plan, programs, and parent involvement policies comply with applicable law and regulations and for developing administrative procedures, as needed, to implement this policy.

Legal References: 20 U.S.C. § 6318

Adopted: September 20, 2010

KBF-E1 RSU 1 TITLE I PARENT INVOLVEMENT POLICY

This district-level policy has been developed jointly with (or: in cooperation with)^[^1] the parents/guardians of students participating in the school unit's Title I programs. It provides an understanding of the shared responsibility of the school system and parents/guardians in improving students' academic achievement and school performance. The Superintendent/ designee will be responsible for distributing this policy to parents/guardians of students participating in the school unit's Title I programs.

Because parent involvement is so important to a student's success in school, the Board encourages regular participation by parents/guardians in all aspects of the school unit's Title I programs.

RSU 1 provides opportunities for parent/guardian involvement that are aligned with the requirements of Title I programs set forth in law as follows:

A. The school unit involves parents/guardians in the joint development of the school system's plan to help disadvantaged students meet challenging achievement and academic standards and in the process of school review and improvement by:

1. Establishing a district-level Parent Advisory Committee with parent/guardian representatives from each building;
2. Establishing effective and ongoing two-way communications between the school unit, staff and parents/guardians;
3. Developing a district-wide newsletter to communicate with parents/guardians about the school unit's Title I plan and to see their input and participation; and
4. Training staff to work more effectively with families with diverse cultural backgrounds and/or barriers such as illiteracy or limited English proficiency.

B. The school unit provides the coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parent/ guardian involvement activities to improve student academic achievement and school performance by:

5. Providing information to parents/guardians about the system and various instruments that will be developed or used to monitor student progress;
6. Providing district-level workshops to assist individual schools in planning and implementing improvement activities;

7. Holding training sessions for Parent Advisory Committee members so that there may be more effective liaisons between parents and schools;
8. Seeking input from parents/guardians in developing workshops that will help them become more effective partners with the schools in encouraging academic achievement.

C. The school unit builds the capacity of schools and parents/guardians for strong parental involvement by:

9. Developing and disseminating a master calendar of district-wide meetings to discuss Title I issues, including evaluation of and suggestions for the district-level Title I policy;
10. Engaging school Parent-Teacher Organizations (PTOs) to seek out and involve parents/guardians through their communications and informational meetings;
11. Promoting cooperation between the school unit and other agencies or school/community groups to furnish learning opportunities, increase awareness of support services, and disseminate information regarding parenting skills and child/adolescent development, and;
12. Provide ongoing communication about opportunities to serve on the Parental Advisory Committee, volunteer in the schools, and learn how to work more effectively with their children to extend and reinforce learning and foster achievement.

D. The school unit coordinates and integrates parent/guardian involvement strategies for Title I programs with those of other programs (such as Head Start, Reading First, Early Reading First, Even Start, Parents as Teachers, Home Instruction Program for Preschool Youngsters, and State-run preschool programs) by:

E. The school unit conducts, with the involvement of parents/guardians, an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of the schools served under Title I, including identifying barriers to greater participation by parents/guardians in activities authorized by this section (with particular attention to parents/guardians who are economically disadvantaged, disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background), using the findings of such evaluation to design strategies for more effective parent/guardian involvement, and revising, if necessary, the parent/guardian involvement policies described in this section by:

13. Evaluating the content and effectiveness of the parent/guardian involvement policy through a variety of means such as surveys, workshops, focus groups, and informal meetings involving district and school administrators, teachers, and parents/guardians;
14. Identifying and overcoming barriers to effective evaluation and input, e.g., language support for parents/guardians who do not speak English or have limited English proficiency, scheduling multiple meetings at various times of day or night, meeting in places accessible by public transportation, or providing a means of transportation, and
15. Identifying potential policy changes and program improvements.

F. The school unit involves parents/guardians in the activities of the schools served under Title I by:

16. Keeping parents/guardians informed of the objectives of the school unit's Title I programs.

17. Providing communication and calendar information to alert parents/guardians of meetings or events and encouraging their participation;
18. Providing central coordination for district, school, and PTO meetings and other events to create a master calendar to facilitate parent/guardian participation; and
19. Promoting opportunities for parents as volunteers in the classroom and in school programs.

Legal Reference: 20 U.S.C. § 6318

Adopted: September 20, 2010

[^1]:

KBF-E2 Title I Parent Involvement Policy

This school policy has been developed jointly with (or: in consultation with) the parents/guardians of students participating in Title I programs at Regional School Unit 1. It includes a "School-Parent Compact" that outlines the manner in which parents, school staff, and students will share the responsibility for improved student academic achievement. The building principal/designee will be responsible for distributing this policy to parents/guardians of students participating in the school's Title I programs.

PARENT INVOLVEMENT MEETINGS

The school shall convene an annual meeting at a convenient time to which all parents/guardians of participating children shall be invited and encouraged to attend to inform them of the school's participation under Title I, explain the right of parents to be involved, and to encourage their involvement in the planning, review, and improvement of the school's Title I programs and parent involvement policy. The school will offer at least one other meeting during the school year, held at various times in the morning or evening for parents/guardians of students participating in Title I programs. The building principal/designee will:

- A. Invite parents/guardians of participating children to the annual meeting and to other meetings held during the school year;
- B. Introduce the representatives on the Parent Advisory Committee;
- C. Provide an overview of Title I and the programs the school provides under Title I;
- D. Explain the rights of parents/guardians to be involved in developing and reviewing the school's parent involvement policy, including the School-Parent Compact;
- E. Provide a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet;
- F. Give parents/guardians an opportunity to ask questions and engage in informal discussion about student achievement and school performance;

G. Respond to requests from parents for opportunities for regular meetings to formulate suggestions and to participate (as appropriate) in decisions relating to the education of their children;

H. Invite parents/guardians to serve on the Parent Advisory Committee and/or other school or district-level Title I committees;

I. Invite parents/guardians to participate in the planning, review, and improvement of programs under Title I and the school-parent involvement policy and establish a schedule for this activity;

J. With the input of parents/guardians, establish a process by which an adequate representation of parents/guardians can be assured;

K. Describe the process by which parents/guardians may express concerns and complaints if they are dissatisfied with the Title I program;

L. Engage school-based parent organizations in outreach to parents/guardians of students participating in Title I; and

M. Arrange for child care so that parents/guardians who would otherwise be unable to attend may do so.

SCHOOL-PARENT COMPACT

This School-Parent Compact describes how parents, school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will develop a partnership to help children achieve the State's academic achievement standards.

A. The school is responsible for providing a high-quality curriculum and instruction in a supportive and effective learning environment that enables students served under Title I to meet the State's academic achievement standards.

B. Parents/guardians will be responsible for supporting their children's learning by:

1. Monitoring their children's attendance, knowing that regular attendance is vital to school success;
2. Providing assistance and encouraging their children to complete homework assignments;
3. Encouraging their children to ask for help from teachers or classroom aides (ed techs, volunteers) when needed;
4. Talking with their children about the school day;
5. Reading to or with their children;
6. Monitoring and limiting their children's television watching and supportive of 5-2-1-0 recommended limit of no more than 2 hours of video per day;

7. Volunteering in the classroom and for school-related activities such as field trips;
8. Participating, as appropriate, in decisions related to the education of their children;
9. Enrolling their children in extracurricular and age-appropriate, community-based, after-school activities; and
10. Insuring that their children have healthy meal choices and a regular bed time.

C. The school will address the importance of communication between parents and teachers on an ongoing basis by;

11. Scheduling one or more parent-teacher meeting annually for parents/guardians of elementary school level students during which the Compact shall be discussed as it relates to the individual child's achievement;
12. Providing frequent reports to parents/guardians on their children's progress;
13. Providing parents/guardians with reasonable access to staff to discuss issues related to their children's learning;
14. Giving parents the opportunity to observe classroom activities;
15. Welcoming parents as volunteers in the classroom; and
16. Providing adequate supervision and feedback for parents/guardians who volunteer. Legal Reference: 20 U.S.C. § 6318 Adopted: September 20, 2010

KCAA School Advisory Groups

Goal:

The School Advisory Group will help the school accomplish its mission by providing feedback and advice to the principal and teachers and to deal with local issues and to connect the school with the community. Each School Advisory Group shall provide input on important matters that affect the work and function of the school. The work of the SAG is to support student achievement. The purpose of School Advisory Groups is to be a resource to support a positive school culture and academic achievement for all students.

Duties:

- To communicate regularly about current issues by and between the school and community;
- To provide a link between parents, administrators and the school board;
- To facilitate open, honest communications among those groups and gain a better understanding of the schools' issues;
- To brainstorm solutions when there are obstacles to learning;
- To foster positive relationships between school and community;
- To serve as a conduit for accurate information about the school;
- To serve as a forum for seeking input for the principal;
- To advise Board on major issues pertaining to the RSU, when requested; and
- To host public forums regarding educational initiatives to support student learning.

Limitations:

The SAG has an advisory role only and does not replace the statutory functions of the RSU Board.

Membership:

Term of membership is one year. A letter of interest should be submitted to the principal. Membership will be decided by the principal in keeping with guidelines for membership. Elected municipal officials cannot be members. Information about joining and the purpose of the SAG will be distributed in the school newsletter and on each individual school website. The principal is given discretion to add other members as appropriate. SAG membership is selected on a demonstrated commitment to the goodwill and support of the school's mission. It is expected that SAG members are collaborative and good team members.

The school principal will establish a process for selecting members of the SAG. Anyone interested in joining the School Advisory Group shall complete a RSU 1 application form and meet with the principal. The superintendent will mediate any specific concerns regarding membership.

Once each community has publicly advertised group membership openings the school principal/Arrowsic selectman will meet with all interested family and community members to explain the process for selecting members. The School Principal/Arrowsic selectmen will decide the membership of their own SAG, determine meeting times, and set an agenda. The selectmen will appoint a resident to convene the meetings.

Norms:

Each SAG will establish the guidelines and protocol that will guide their work as a collaborative team including attendance criteria and replacement guidelines.

Arrowsic is entitled to organize a SAG with membership appointed by the selectmen and the chair will be elected from that group. Arrowsic SAG members are encouraged to become members of SAGs in which their children attend and community members may join area SAGs of their choice. The Arrowsic SAG can certainly meet as a separate unit if they so choose.

Make up of SAGs

Each school's SAG shall provide input on important matters that affect the work and function of the school. SAG members will represent a broad base of community members and reflect various interests and points of view.

We have designed the School Advisory Groups to have no more than 9 members. It is strongly recommended that each SAG have broad representation to include parents of sending communities, students (if appropriate) and other interested community members. Considerable flexibility in membership is encouraged.

Morse High School would be encouraged to have one member from each of the five (5) towns, a student and three (3) members representing various community interests.

Each SAG should meet four times a year. Additional meetings may be scheduled. The principal will convene and chair all meetings, take minutes for each meeting and assign a designee if he or she cannot attend. The minutes will be posted on the SAG link of the RSU 1 website.

Communication to the RSU Board:

Once a year each SAG will be invited to present at the regularly scheduled board meeting to give direct feedback and provide a report of their work for that year.

Adopted: August 25, 2008

Revised: December 22, 2009

KCB - Community Involvement in Decision Making

File: KCB

COMMUNITY INVOLVEMENT IN DECISION MAKING

The board encourages the participation of citizens on behalf of their public schools and welcomes their input as volunteers with the school system, members of ad-hoc committees and contributions in educational policy discussions.

Adopted: April 1, 1980

Revised: July 13, 1992

KCD- Public Gifts-Donations to the Schools

File: KCD

PUBLIC GIFTS/DONATIONS TO THE SCHOOLS

The Board may accept, on behalf of the school unit, any bequest or gift of money in excess of \$500 or property for a purpose deemed suitable by the Board in accordance with state law. All gifts shall be accepted in the name of the school unit and become the property of the school unit, but may be designated for use in a particular school or department. The Board will officially acknowledge the gifts at a Board meeting and thank the donors in writing.

Only items of legitimate use in the school program shall be accepted. The Board is under no obligation to replace a gift if it is destroyed, lost, stolen or becomes worn out. Gifts will not be accepted if they involve an excessive cost for maintenance or installation. If installation is required, the gift shall be installed under the supervision of school unit personnel.

The Board will notify in writing prospective donors if their gift cannot be accepted.

The Superintendent shall implement any administrative procedures necessary to carry out this policy.

Legal Reference: 20-A MRSA § 1256 (MSAD)

20-A MRSA § 4005 (ALL)

20-A MRSA § 1705 (CSD) Adopted: July 13, 1992 Revised: January 25, 2021

RSU 1

Policy: KCD -- Public Gifts/Donations to the Schools

KDA - Public Information Program

File: KDA

PUBLIC INFORMATION PROGRAM

The Board, through the Superintendent's office, shall keep the public informed about the Board and the Superintendent's activities and functions.

Cross Reference: AEC -- Accomplishment Reporting to the Public

Adopted: April 1, 1980

Revised: July 13, 1992; March 14, 1994

KDB Public's Right to Know-Freedom of Access

The Board recognizes the importance of a well-informed public to the operations of the school unit. The Board will comply with all applicable sections of Maine's Freedom of Access Act.

The Board designates the Superintendent, and to act in the absence of the Superintendent, the Assistant Superintendent as the Public Access Officer for RSU1.

Except as otherwise provided by statute, all Board proceedings shall be open to the public, any person shall be permitted to attend, and any records or minutes of such proceedings that are required by law shall be made promptly and shall be open to public inspection.

Board agendas and minutes, proposed and approved Board policies, annual budget reports, student handbooks and Board member Freedom of Access training documentation/certificates shall be available for immediate inspection and/or copying in the Superintendent's office. Requests for all other public records shall be made, preferably in writing, to the Superintendent/designee, specifying the records desired for inspection/copying. The Superintendent/designee may request clarification concerning which public record or records are being requested.

The Superintendent/designee shall acknowledge receipt of a request for inspection and/or copying of public records within a reasonable period of time.

If the request is denied, the Superintendent/designee shall inform the requestor in writing within five working days of the request and shall state the reason for denial. Otherwise, inspection and/or copying may be scheduled to occur within a reasonable period of time following the request at a time that will not delay or inconvenience the regular activities of the school unit.

The school unit is not required to create a record that does not exist.

ELECTRONICALLY STORED PUBLIC RECORDS

In compliance with the Freedom of Access Act, the school unit will provide access to an electronically stored public record as a printed document or in the medium in which the record is stored, at the requester's option, except that the school unit is not required to provide access to an

electronically stored public record as a computer file if the school unit does not have the ability to separate or prevent the disclosure of confidential information contained in or associated with that file. The school unit is not required to provide access to a computer terminal.

Fees

Except as otherwise provided by law or court order, RSU 1 may charge fees as follows:

A. A fee of \$.25 per page to cover the cost of copying.

B. A fee of \$10.00 per hour after the first hour of staff time per request to cover the actual cost of searching for, retrieving, and compiling the requested public record. Compiling the public record includes reviewing and redacting confidential information.

C. If conversion of a public record into a form which accommodates visual or aural comprehension or into a usable format is necessary, a fee to cover the actual cost of conversion.

D. A charge for the actual mailing costs to mail a copy of the record.

E. No fee shall be charged for inspection of public records, unless the record cannot be inspected without being compiled or converted, in which case paragraph B or C applies. As required by law, the school unit will provide the person making the request an estimate of the time necessary to complete the request and of the total cost and, if the estimated total cost exceeds \$30.00, will inform the requestor before proceeding. If the estimated total cost is greater than \$100.00 or if the requestor has previously failed to pay a fee assessed for access to RSU 1 records, the requestor may be required to pay all or a portion of the estimated cost prior to the search, retrieval, compiling, translation, and copying of the public record.

The Superintendent is directed to develop and implement such administrative procedures as may be necessary to carry out this policy.

Legal Reference: 1 M.R.S.A. § 401 et. seq.

Cross Reference: BIA -- New Board Member Orientation
BEC -- Executive Sessions
BIC -- Board Member Freedom of Access Training
BIC-E -- Board Member Freedom of Access Training Certification
GBJ -- Personnel Records
JRA -- Student Educational Records

First Reading: February 27, 2012

Adopted: April 23, 2012

Revised: May 20, 2013

KDD - News Media Relations

File: KDD

NEWS MEDIA RELATIONS

Because the school system is a public institution endeavoring to serve the educational needs of the community, it is important that information be disseminated concerning activities and problems in our schools. In order that this publicity be given wide coverage and be coordinated into a common effort and purpose, the following procedures shall be followed in giving official information to the news media:

A. The board chair shall be the official spokesperson for the board, except as this duty is delegated to the superintendent.

B. News releases which are of a system-wide nature or pertain to established policy are the responsibility of the superintendent or a member of the administrative staff whom he/she may designate.

C. News releases which are of concern to only one school, or to an organization of one school, are the responsibility of the building administrator of that particular school. All statements made to the press by other staff members of the particular school must be cleared with the building administrator.

While it is impossible to predict how news releases will be treated by the press, every possible effort should be made to obtain coverage of school activities which will create and maintain a dignified and professionally responsible image for the Bath schools.

Adopted: July 13, 1992

KE - Public Concerns and Complaints

File: KE

PUBLIC CONCERNS / COMPLAINTS

Parents, students or other citizens with complaints or concerns regarding any aspect of RSU 1 or an employee thereof shall be encouraged to seek a resolution at the lowest possible level (support staff, coach, and teacher). The only exceptions are complaints that concern School Board actions or operations. Such complaints should be addressed to the Board Chair.

If the complaint cannot be resolved at the lowest level, the person initiating the complaint may appeal the decision to the next level (i.e., Supervisor of Buildings, Grounds & Transportation, Principal, Special Education Director, Assistant Superintendent).

If the complaint cannot be resolved at any lower level, it may be appealed to the Superintendent. If the complaint remains unresolved at the Superintendent's level, the person making the complaint may request that the matter be placed on the agenda of the next regular School Board meeting. The Superintendent/Board Chair shall determine whether the complaint should be placed on the agenda.

At all levels of the complaint process, school employees are required to inform the person making the complaint of his/her right to appeal the decision to the next level.

This policy shall not be utilized by employees for matters or grievances relating to any term or condition of their employment. Such matters shall be addressed through established channels for grievances covered in collective bargaining agreements.

Cross Reference: BEDB -- Agenda Preparation and Dissemination

Adopted: January 29, 1987

Revised: June 12, 1995; April 27, 2020

KE-R1 - Public Concerns- Complaints Procedures

File: KE-R1

PUBLIC CONCERNS/COMPLAINTS -- PROCEDURES

- A. All parents, students or other citizens initiating complaints or concerns regarding any aspect of the school department or an employee thereof shall be encouraged to seek a resolution through the classroom teacher.
- B. If the complaint cannot be resolved through the classroom teacher, the person initiating the complaint may appeal the decision to the school principal.
- C. If the complaint cannot be resolved through the school principal, the person initiating the complaint may appeal the decision to the superintendent.
- D. If the complaint cannot be resolved through the superintendent, it shall be placed on the agenda of the next regular school board meeting for the board's consideration if so requested by the person making the complaint.
- E. At all levels of this procedure, school employees should inform the person making the complaint of the right to appeal the decision and to whom the appeal should be made.
- F. At no place in this procedure should the person making the complaint skip over any of the levels.

Adopted: January 29, 1987

Revised: June 12, 1995

KEB - Public Complaints Regarding School Personnel

RSU 1 Board of Directors believes in the fundamental principle that the schools exist primarily for the students. Consistent with that principle, complaints concerning school personnel should be reviewed as an opportunity for community members and school officials to work together to resolve issues of concern in a manner that is both responsive and responsible.

The Board places trust in its employees and desires to support their actions in such a manner that employees are free from unnecessary, spiteful, or negative criticism and complaints.

Public concerns and complaints about school personnel should be handled in a timely manner for the benefit of students, parents, and staff. The purpose of this policy is to:

- A. Create a climate in the schools whereby persons with complaints concerning school personnel will be encouraged to bring those complaints to the attention of school officials;
- B. Explain the responsibilities of school officials in handling such complaints to ensure administrative accountability and follow-through; and
- C. Ensure that RSU 1 will be responsive to such complaints so that mistrust will be prevented and appropriate corrective measures are taken when necessary.

Any person with a school-related complaint concerning a school employee is encouraged to meet directly with that employee to resolve the complaint. If this is deemed inappropriate because of the nature or severity of the complaint, the person may request a conference with the Principal/immediate supervisor to discuss the complaint. The Principal/immediate supervisor or his/her designee will be responsible for investigating the complaint and for communicating with the person making the complaint. Complaints beyond the Principal/immediate supervisor level shall be submitted in written form.

Complaints will be investigated by the employee's Principal/immediate supervisor, unless the Superintendent chooses to investigate the complaint or designates another person to investigate it on his/her behalf.

1. The person who is the subject of the complaint will be provided with an opportunity to be heard as part of the investigation.
2. If the complaint is against a member of a bargaining unit, any rights conferred under an applicable collective bargaining agreement shall be applied. To the extent that there is any inconsistency between this policy and a collective bargaining agreement, the

collective bargaining agreement shall take precedence.

3. Privacy rights of all parties to the complaint shall be maintained in accordance with applicable state and federal laws.
4. The investigator shall keep a written record of the investigation process.
5. The investigator shall consult with the Superintendent concerning the investigation, conclusions, and any remedial and/or disciplinary actions.

The employee shall be promptly informed in writing when the investigation is completed and of any determinations made.

If the investigator is unable to affect a satisfactory resolution of a complaint, he/she will inform the Superintendent in writing. If the person bringing the complaint is not satisfied with the resolution, he/she can appeal in writing to the Superintendent.

The Superintendent/designee will investigate the matter and take appropriate action, including communication with the person making the complaint. If the person making the complaint is not satisfied with the resolution of the complaint, he/she may request the Superintendent to forward the complaint to the Board of Directors. The Board of Directors will decide if it is appropriate to rule on a complaint referred to the Board of Directors.

Adopted: 11 June 2001

KF Community Use of School Facilities

GENERAL

Community groups shall be permitted and encouraged to use school facilities for worthwhile purposes when such uses will not interfere with the school program. All arrangements shall be subject to the provisions which follow.

RESPONSIBILITY

The board authorizes the building administrators of the schools, subject to approval of the superintendent, to accept and act upon requests for use of school buildings and grounds in accordance with board policies and regulations. The board, acting through its agent, the building administrator, reserves the right to approve or reject any application.

RULES AND REGULATIONS

Requests for use of the auditorium, gymnasium, cafeteria, shower rooms, and grounds are to be made to the building administrator of the school at least fourteen (14) days prior to the date of use.

Proper forms, available at the central office, are to be submitted before permission to use the facility may be granted.

Groups are responsible for payment of all Federal, State and other taxes and/or fees.

REGULATIONS FOR RENTAL OF FACILITIES

A. School Department facilities may be used as available according to the three following categories:

1. School-connected purposes;
2. Civic, community, cultural, educational, or philanthropic purposes; and
3. Commercial purposes. [Category 1] refers to all school personnel and affiliated organizations whose purposes are school orientated. No fee for building use will be charged, but there may be a service charge. See Item H. [Category 2] is divided into two groups: (A) uses open to the public or to restricted attendance with admission charged and proceeds going to benefit projects of the organization; (B) uses open to the public or to restricted attendance for community betterment. See schedule of fees. [Category 3] refers to commercial or profit-making organizations or individuals. See schedule of fees.

B. The use of facilities will be granted according to board policy by the superintendent of schools.

C. Use of tobacco products in school buildings and other school unit facilities, on school buses, and on school grounds is prohibited at all times by all persons.

D. Approved applicants shall be responsible for damage that may be caused by his/her use or sponsorship.

E. Approved applicants will be invoiced after the event, and checks will be made payable to "Auditorium Fund", RSU 1. Fees for stage lights and operators at Morse will be paid directly to the Morse High School Stage Fund after the completion of the event.

F. Approved applicants shall comply with local ordinances pertaining to buildings and their use, and shall adhere to the appropriate local police and fire regulations at the applicant's expense.

G. No person under the influence of intoxicating beverages or controlled substance shall be permitted in any facility, nor shall any person bring, use, or serve alcoholic beverages or controlled substance in any facility at any time.

H. A utilities charge will be added by the School Department for time used. This may be waived only in those instances when the event takes place during the district's operational hours between 6:00 am and 10:00 pm, Monday through Friday, and the function does not require a custodian's direct attendance.

I. The building administrator and/or RSU 1 Facilities Director shall have authority to enforce any and all building regulations and policies.

J. Under no conditions shall the use of the kitchen equipment be allowed by other than cafeteria personnel. If food is prepared and/or served by other than cafeteria personnel, school lunch employees will be present at the current rate.

K. Approved applicants are expected not to use facilities in any way that would be considered below the standards of entertainment or amusement ordinarily provided by school groups or allied organizations.

L. As a general rule, school equipment will not be loaned for use outside the buildings, except movable tables and chairs, when available, at a rate of \$4.00 per table and 50 cents per chair. A custodian must be present when tables and chairs are moved in and out of school buildings.

M. Schedule of Fees are based on cost and are intended only to defray expenses that would otherwise accrue to the School District.

N. When dances are scheduled, RSU 1 guidelines apply.

O. The board reserves the right to adjust regulations or cancel applications for building use.

P. Category 2 and 3 groups must provide Certificates of Insurance naming RSU 1 as an additional insured prior to use.

Q. Use of facilities shall not interfere with School Department programs.

R. School authorities are not responsible for loss or damage of articles brought into or left on school properties.

S. Services of the building custodian do not include the erecting and dismantling of equipment unless such is the property of the school.

T. Equipment of the applicant shall be removed from the facility promptly upon completion of the use so as not to interfere with school activities. Whenever materials, equipment, furnishings, or rubbish are left following the use of the facility by persons not officially connected with the school, the applicant will be required to pay for the cost of removal, which will not be delayed for the convenience of the persons who used the facility.

U. The RSU reserves the right to insure that the community event is well supervised to protect the safety of the attendees and the physical plant.

V. The superintendent is authorized to allow the use of facilities for community events such as a special selectman's meeting or town meeting. A facilities use form must be filled out to insure building coverage for custodial services. In the spirit of community cooperation, the superintendent can waive all rental and custodial fees.

SCHEDULE OF FEES

[Location] [Category 2A] [Category 2B] [Category 3]

BMS Gym	\$250.00	\$125.00	\$500.00	Cafeteria & Kitchen	\$75.00	\$75.00	\$250.00	Cafeteria	\$75.00																		
	\$75.00	\$150.00	BRVC Café	\$75.00	\$75.00	\$150.00	MHS Auditorium	\$250.00	\$125.00	\$500.00	MHS Gym	\$75.00	\$50.00	\$150.00	RSU 1 Elementary Schools -- Gym	\$75.00	\$50.00	\$150.00	RSU 1 Elementary Schools - Kitchen	\$75.00	\$50.00	\$150.00	Classrooms	\$30.00	\$30.00	\$60.00	Computer

Labs* \$60.00 \$60.00 \$150.00

[*The Computer Labs will only be used with school employee supervision.]

Legal Reference: Title 20A, MRSA, Sec. 1001

Policy ADC -- Tobacco Use and Possession

Adopted: April 29, 2009

KFA - Public Conduct on School Property - Playgrounds

File: KFA

PUBLIC CONDUCT ON SCHOOL PROPERTY -- PLAYGROUNDS

The school playgrounds were built with community funds for the enjoyment of the children of RSU 1.

- A. Playground hours are sunrise to sundown, but are designated for RSU 1 students during school hours. All others with permission.
- B. Children should be supervised by an adult at all times.
- C. No alcoholic beverages, illegal substances, or smoking allowed.
- D. Equipment is to be used properly.
- E. No pets allowed.
- F. No soliciting.
- G. Play at your own risk after hours.

Adopted: September 10, 1990

Revised: July 13, 1992; November 26, 2012

KFD - Use of Facility by Nonschool Groups

File: KFD

USE OF SCHOOL FACILITIES BY NONSCHOOL STUDENT GROUPS

Philosophy

It is the purpose of the board to make school facilities available for student group usage during non-instructional time. Applications by such student groups shall be given preference over nonstudent groups.

Definitions

A. School facilities are:

1. School buildings or rooms in school buildings; and
2. School grounds including playing fields and parking lots.

B. Non-school-sponsored groups are organizations or groups of secondary students from this school system which are not meeting as part of an official school-sponsored function.

C. Non-instructional time is the time during a scheduled school day before actual classroom instruction or "homeroom" periods begin and after actual classroom instruction or "homeroom" periods end.

Procedures and Regulations

A. School facilities shall be available to non-school-sponsored student groups on application by the particular group's representative to the building level administrator.

B. The building administrator shall not deny access to any group on the basis of religious, political, or philosophical reasons nor on the basis of the content of the speech at the proposed meeting,

provided only that the meeting is held for lawful purposes.

C. Application for the use of school facilities shall be delivered to the office of the building administrator at least 10 school days prior to the date of the proposed use.

D. The building administrator shall notify the applying group of the decision regarding the application at least 5 days before the date of the proposed use, giving the designation of the room, or place to be used and the approved hours of use.

E. The use of the particular facility shall be without charge and the using group shall be responsible for leaving the facility in a timely manner and in an orderly and clean condition. Failure to comply with this requirement may be the basis for the denial of that particular group's future use of the facility.

F. The using group shall comply with school regulations concerning personal deportment during the period of use of the facility.

G. The building administrator may assign school employees for the purpose of supervision of such activities, provided, however, that any school employee assigned to supervisory duty at any student religious meeting may attend but shall not participate in the group's meeting or activities in any way.

H. Student attendance at any unofficial student group meeting shall be strictly voluntary and student initiated.

I. Neither the school employees nor any other governmental agent or employee may sponsor any such meetings.

J. No meeting shall be approved by the building administrator which materially or substantially interferes with the orderly conduct of school educational activities.

K. No such meeting shall be approved by the building administrator that is sponsored, directed, controlled, conducted, or regularly attended by persons who are not students of the high school.

L. School facilities shall not be used under this policy to conduct commercial ventures.

Caveat

This policy applies only to the use of school facilities by non-school-sponsored student groups. This policy does not revoke, alter, or amend any other school-facility-use policies which control the use of school property by either employee groups or non-school community groups.

Adopted: July 13, 1992

Revised: March 14, 1994

KHB - Advertising in the Schools

FILE: KHB ADVERTISING IN THE SCHOOLS The Board believes that, in general, product advertising and/or endorsement is to be discouraged in the schools. The Board has an obligation to assure that students, who are required by law to attend, are not subjected to commercial messages of any kind without careful analysis of the benefits and risks that pertain in each instance. Since the issue of advertising in the schools can be attended by strong opinions, the Board may seek comments and recommendations from the administration, the professional teaching staff and the community prior to considering any form of advertising in schools, on school grounds or on school buses. The Board is opposed in principle to accepting any programming, equipment or services that are offered only on the basis of mandatory exposure of students to product advertising. The Board recognizes, however, that in some instances product names, logos or advertising may be acceptable when the programming, equipment or services can be clearly shown to be of significant benefit to the school program. The Board reserves the right to consider requests for advertising in the schools, on school grounds or on school buses on a case-by-case basis, except that:

A. Brand specific advertising of food or beverages is prohibited in school buildings, on school grounds or on school buses except for food and beverages meeting standards for sale or distribution on school grounds in accordance with 20-A MRSA § 6662(2), i.e., those that meet Smart Snacks standards. For the purpose of this paragraph, "advertising" does not include advertising on broadcast media or in print media such as newspapers and magazines, clothing with brand images worn on school grounds or advertising on product packaging.

B. Consistent with its efforts to promote a tobacco, alcohol and drug-free environment, the Board will not agree to displays of advertising in school buildings, on school grounds or on school buses for tobacco products (including "vaping" devices and products), alcoholic beverages, drugs (including prescription and over-the-counter medications), performance enhancing substances, or dietary supplements.

C. Legal Reference: 20-A M.R.S.A. § 6662 Cross Reference: JL -- Student Wellness First Reading: February 11, 2008 Adopted: March 10, 2008 Revised: January 25, 2021 Bath Public Schools Policy KHB -- Advertising in the Schools

KHC Distribution of Non-School Materials

FILE: KHC

DISTRIBUTION OF NON-SCHOOL MATERIALS

The Board wishes to minimize intrusions on the teaching and learning time of students and staff. While there are many worthy activities in the communities served by Regional School Unit 1 that are sponsored by various non-profit organizations, the Board believes that students should not be used to distribute or carry home flyers, brochures, or other materials that are not directly related to school programs, school curriculum, or school-related activities.

Only the following materials may be distributed to students to be carried home:

A. Communications from the Board, Superintendent, school administrators, and school staff such as newsletters, letters to parents, announcements of meetings or events, school forms, and classroom information;

B. Information and notices concerning school-sponsored activities and programs for students and/or parents;

C. Information and notices concerning activities and programs offered by groups affiliated with RSU 1 schools, such as parent-teacher organizations and booster groups; and

D. Information and notices from municipal (e.g., Recreation Department, etc.), state and federal agencies concerning programs available to students.

To minimize disruption to classes, the building principal may limit the frequency with which non-school materials may be sent home with students.

POSTING OF NON-PROFIT/COMMUNITY MATERIALS

Materials that interfere with the instructional process or the operations of the schools, that are lewd or obscene, libelous, that are discriminatory or infringe upon the rights of others, promote illegal activities or are in violation of any Board policy will not be posted.

Community materials may not be posted without the prior approval of the building principal.

Outside organizations are not authorized to directly distribute promotional materials to students or to their parents/guardians on school grounds.

Outside organizations that wish to distribute promotional material at RSU 1 schools must send a sample of the material to the Superintendent electronically. The name, address, and telephone number of the organization, along with the name of a contact person, must accompany the sample of the promotional material. Outside organizations which are non-profit or tax-exempt and are run as a "business" may not distribute materials to students as this is considered advertising.

The Superintendent/Designee retains the discretion, on a case-by-case basis, to approve the distribution of any materials from all groups concerning activities/programs that directly enhance the educational goals of the schools and are designed to benefit students. The Superintendent's/Designee's decision in each case shall be final.

Cross-Reference: KHB -- Advertising in Schools

KHA -- Public Solicitation in the Schools

Adopted: December 20, 2011

Revised: January 25, 2021

KI - Visitors to Schools

File: KI

VISITORS TO SCHOOLS

Unauthorized Persons in School Building or on School Property

A. Building administrators have the responsibility and authority for determining the authorization of visitors to the building or school grounds.

B. All visitors should be required to stop by the building administrator's office upon arrival at the school, and a clearly marked sign should be displayed at all entrances making known this requirement.

C. All school personnel are expected to assist the building administrator by informing the office of any unauthorized persons who are in the building or on the school grounds.

D. People not known to be authorized visitors should be courteously asked to identify themselves and to state the purpose of the visit.

E. If a visitor refuses to be identified or to state the purpose of the visit, the visitor should be asked to go to the building administrator's office for proper authorization to visit in the school.

F. Should the person refuse to follow this request, the person should be informed that the building administrator will be notified of his/her presence, the refusal to respond to inquiries about his/her presence, and that he/she is being asked to leave the school property.

G. Failure to leave the building upon request shall be sufficient cause to inform the visitor that the building administrator will be notified of this refusal and that the police will be called by the building administrator to escort the visitor from the building or to place the visitor under arrest.

H. NO PERSON OTHER THAN THOSE DESIGNATED BY THE BUILDING ADMINISTRATOR AND WHOSE NAMES HAVE BEEN SUPPLIED TO THE POLICE WILL BE AUTHORIZED TO CALL THE POLICE.

Legal Reference: Title 20A, MRSA, Sec. 6804

Adopted: April 1, 1980

Revised: July 13, 1992

KIA Post-Secondary Visitor Policy

Representatives from any post-secondary program must work within the limits listed below when promoting their programs, services, or institutions at Morse High School.

- Representatives are allowed to make no more than four (4) general informational presentations a year for their branch of the service or institution.
- Representatives must make their presentations in the Guidance Office, Career Center, or some other room assigned by the Guidance Department or Administration.
- Promotional materials will be posted in the halls by Guidance or Career Center staff, and informational materials will be available in the Guidance Office or Career Center.
- Visits by representatives will be announced and promoted by the Guidance Office or the Career Center.
- Representatives may make visits as needed to the school to meet with specific students at that student's or legal guardian's request.
- Members of the Guidance Department and Administrative Team reserve the right to attend any meeting being held at the school to act as student advocates.

Adopted: February 27, 2012

KJA - Relations with Boosters Groups

Regional School Unit 1 recognizes the role of booster groups in assisting the schools in enriching athletic and other extracurricular activities and enabling more students to participate in such activities. For the purpose of this policy, a booster group is a parent and/or community group that is organized for the purpose of providing resources to support a particular sport, activity in the school, or sports program at large.

Booster groups must meet the following criteria:

- A. The group must be comprised of adults rather than students;
- B. The group must provide details of the structure of the organization including its purpose and goals, the intended use of funds generated, the names of its officers and its bylaws;
- C. The booster president or designee must make application to the building principal or designee for all uses of school facilities for fund raising projects, in accordance with the Board's facilities use policy and procedures;
- D. Use of school facilities by the group will comply with all policies and regulations established by the Board and, as applicable, the Maine Principals Association;
- E. No monies collected by booster group fund raising activities will be deposited directly to student athletic/activity accounts;
- F. All fundraising activities must be approved in advanced by the building principal or designee;
- G. No fundraising activities will be conducted within the school during school hours by the group;
- H. All funds raised by the group must be used to achieve the stated purposes of the group;
- I. The group must maintain bank, financial and tax exempt status separate from the school.
- J. Booster groups may not lawfully use the school's sales tax exemption for purchases or sales;
- K. Booster group gifts should enhance activities in accordance with Title IX. The Board will consider gender equity and budget implications before accepting booster group donations;
- L. Any booster group plan or project that would require expansion, renovation or construction of school facilities or would increase maintenance costs for facilities shall require Board approval; and

M. Booster groups will not select coaches, assistant coaches or activity advisors or influence the selection of coaches, assistant coaches or activity advisors.

The Board reserves the right to revoke the approval of any booster group if it is found that the group's operations and purposes are inconsistent with Board policies.

Cross Reference: EFE---Competitive Food Sales

JJI---Philosophy of Athletics

Adopted: June 8, 1987

Revised: July 13, 1992; May 24, 2021

KJA-R - Relations with Boosters Organizations - Guidelines

File: KJA-R

RELATIONS WITH BOOSTER ORGANIZATIONS -- GUIDELINES

The RSU 1 Board of Directors recognizes the Boosters Club Boys/Girls All Sports Organization for the purpose of fund-raising. Other clubs and organizations will take reasonable precautions not to identify themselves as having School Department or Board of Directors sponsorship.

All school-sponsored programs and all personnel assigned to those programs will function under the authority and control of the RSU 1 Board.

All school-sponsored programs, current or proposed, must be approved by the RSU 1 Board.

All personnel assigned to school-sponsored programs must first be nominated by the Superintendent and then approved by the Board.

Methods of funding for school-sponsored programs must meet guidelines approved by the Board.

The funds of clubs, organizations, or other special interest groups will not be used to finance or otherwise employ personnel for school-sponsored programs, unless approved by the Board. Further, the same funds will not be used to award gifts to school personnel for services that fall within the normal course of their duties and employment.

The Boosters Club is granted permission to operate concessions under the following conditions:

- A. The Club will secure and continue products and liability insurance.
- B. The Club will assume costs of upkeep of concession equipment required by normal use and/or due to damage occasioned during the Club use.
- C. The Club will operate its concession for all athletic functions (the school and/or school student groups, or other organizations, to operate the concession for other purposes with permission of the superintendent).

D. This agreement will be subject to review at the discretion of the Board.

Adopted: June 8, 1987

Revised: July 13, 1992

KLGA Relations with School Resource Officers and Law Enforcement Authorities

The Board recognizes that a cooperative relationship with law enforcement authorities is desirable for the protection of students and staff and in maintaining a safe school environment. The Board hereby officially designates the police officers assigned by the **Bath Police Department** to serve as School Resource Officers (SRO) as the law enforcement unit of the **RSU 1** schools. The purpose of the SROs is to enforce local, state and federal laws and to assist in maintaining the physical security and safety of the **RSU 1** schools.

In keeping with **RSU 1**'s mission, the primary roles of the SROs are to:

- A. Provide support and assistance to the school administration and staff to maintain a safe and constructive learning environment;
- B. Enforce local, state and federal laws and coordinate with other law enforcement agencies, should the need arise.
- C. Serve as a resource to administrators and teachers in planning and providing age-appropriate educational programs that foster respect for the law, an understanding of law enforcement, and safe and healthy behaviors;
- D. Serve as a resource to administrators and staff concerning law enforcement and child welfare issues;
- E. Assist individual students and their families in addressing issues related to law enforcement and helping students to have a meaningful school experience; and
- F. Serve as a liaison between the Bath Police Department and RSU 1 in addressing issues of concern to both departments.

School administrators and staff have the primary responsibility for maintaining proper order in the schools and for disciplining students for violations of Board policies and school rules. However, the Superintendent and administrators may seek the assistance of an SRO and/or the **Bath Police Department** when they believe there is a threat to the welfare and safety of the schools, students and/or staff. The Superintendent and administrators shall also inform an SRO and/or the **Bath Police Department** when they have reason to suspect that a student may have violated a state

or federal criminal law.

The Board discourages SROs and other law enforcement authorities from using the schools as a venue to arrest and/or question students for activities not related to or affecting the schools. The Superintendent and administrators retain the authority to deny access to students for non-school-related investigations.

Under this policy, SROs, in their role in RSU 1, are allowed access to educational records in order to perform their professional responsibilities.

The Board authorizes the Superintendent to develop administrative procedures, in consultation with the **Bath Police Department**, to guide interactions between the schools, the SROs and the **Bath Police Department**. Such procedures should safeguard the rights of students and parents and be consistent with Board policies. School administrators may also develop appropriate building-level procedures regarding the role and activities of SROs in their schools. All

administrative procedures must be consistent with Board policies, as well as the SRO Program Agreement between **RSU 1** and **the Bath Police Department**, and are subject to approval by the Board.

Legal Reference: 20 USC 1232g; 34 CFR Part 99

Cross Reference: EBCA -- Comprehensive Emergency Management Plan JICIA -- Weapons, Violence and School Safety JIH -- Questioning and Searches of Students JRA -- Student Education Records and Information SRO Program Agreement

Adopted: August 24, 2015

KLGA-R School Resource Officer-Law Enforcement Administrative Procedure

The purpose of this administrative procedure is to provide guidelines for the conduct of School Resource Officers (SROs) and other law enforcement authorities in the schools. These are guidelines only and may be adjusted within reasonable and lawful limits on a case-by-case basis.

A. General Expectations Concerning the Roles of School Personnel and SROs

1. SROs shall comply with all applicable federal and state laws, School Board policies and procedures, school rules, and Bath Police Department rules in carrying out their duties and responsibilities.
2. It is the responsibility of school administrators and staff to enforce Board policies and school rules and to maintain order in the schools. SROs who observe violations of policies and/or rules may intervene with students to stop the behavior and shall report violations to appropriate administrators.
3. School administrators and staff may consult with and request assistance from SROs in addressing student violations of policies and rules as they deem appropriate; and may request assistance in controlling unsafe and/or disruptive student behavior.
4. School administrators and staff will notify the SRO if they have reason to believe that a student has committed a crime or if they obtain evidence of illegal activity (such as weapons, drugs or alcohol).
5. School administrators may request the assistance of SROs in enforcing Board policies, school rules and federal/state laws with visitors and intruders on school property.
6. Unless there is a health or safety emergency, SROs shall consult with an appropriate school administrator prior to requesting additional law enforcement assistance on school grounds.

7. SROs shall maintain the same standards of professional conduct in their dealings with staff, students, parents and community members as other school staff.

B. Investigations, Questioning and Searches of Students for School-Related Purposes

Some types of student conduct that are forbidden by school rules, such as assaults, bomb threats, weapons possession, and drug offenses, are also punishable by criminal law. When a particular act is both a violation of school rules and a crime, the school disciplinary investigation by school administrators and the criminal investigation by the police and district attorney will often operate simultaneously. When practical, school administrators and the police should coordinate their investigations. Whenever practicable, investigations, questioning and searches of students for school-related conduct that may violate both school rules and the law will be conducted jointly by a school administrator and the SRO.

8. Evidence of violation of state/federal laws will be turned over to the SRO, unless such disclosures are otherwise prohibited by FERPA or any other applicable law.
9. Since police investigative reports and police-obtained witness statements may not always be available to school administrators, the school administrator shall prepare and maintain his/her own records and reports concerning school-related investigations.

C. Investigations, Questioning and Searches of Students for Non-School-Related Purposes

10. SROs and other law enforcement authorities are discouraged from using the schools as a venue for questioning and searching students for alleged violations of state or federal laws that are not related to the schools.
11. Exceptions will be made in the event of an emergency endangering student or staff safety or in exigent circumstances as authorized by law. Other exceptions may be made on a case-by-case basis after consultation between the Superintendent/designee and law enforcement authorities.
12. The SRO is responsible for ensuring that the student is informed of his/her rights prior to questioning or a search.

D. Arrests of Students at School

13. SROs and other law enforcement authorities are discouraged from arresting students at school for non-school-related activities. Exceptions to the above will be made in the event of an emergency endangering student and/or staff safety or in exigent circumstances as authorized by law. Other exceptions may be made on a case-by-case basis after

consultation between the Superintendent/designee and law enforcement authorities.

Whenever practicable, the police should contact the school administrator before making an arrest in school.

14. If the SRO anticipates possible criminal charges, he/she should follow applicable laws and police department policies concerning questioning and searches of juvenile suspects (if the student is under 18) or adult suspects (if the student is 18 or older).
15. A student may be removed from school by an SRO or other law enforcement official when there is a court order, an arrest warrant or when a warrantless arrest is authorized by law. The school administrator shall attempt to notify the student's parent/guardian as soon as possible of the student's removal from school.

E. Confidentiality of Student Information and Records

16. School administrators may release personally identifiable student information contained in education records to SROs and other law enforcement authorities in accordance with the requirements of the federal Family Educational Rights and Privacy Act and other applicable laws.
17. SROs may access educational records in order to perform their professional responsibilities.
18. SROs are expected to maintain confidentiality of personally identifiable student information in accordance with applicable laws, Board policies and school rules. Cross Reference: KLG -- Relations with School Resource Officers and Law Enforcement Authorities KLG -- Relations with Law Enforcement Authorities Adopted: August 24, 2015