



Regional School Unit 5
Durham • Freeport • Pownal

"To inspire and support every learner by challenging minds, building character, sparking creativity, and nurturing passions."

Becky Foley, Ph.D., Superintendent of Schools
Rick Kusturin, Director of Finance & Human Resources

Cynthia Alexander, Assistant Superintendent of Schools
Bonnie Violette, Ph.D., Director of Instructional Support

TO: Candy deCsipkes, Maddy Vertenten
FROM: Cynthia Alexander
DATE: November 10, 2021
RE: Policy Meeting – November 19, 2021

The Policy Sub-Committee is scheduled to meet on Friday, November 19, 2021 at 10:45 a.m. at the Central Office.

Agenda

1. FFA - Memorials
2. GBCC - Employee Use of Cell Phones

MEMORIALS

The Board recognizes that when a school community experiences the sudden death of a student or staff member, it is important to the school community and to those who are personally affected by the death to acknowledge the event. Additionally, certain traumatic events occurring on a local, state or national level may also give rise to the need for school unit acknowledgment through appropriate activities. Requests from students, staff, parents or others for remembering or memorializing a person or event may be approved by the Board, superintendent or designee, subject to the provisions of this policy.

The Board recognizes that memorials of flowers, personal messages and mementoes are often created at lockers, parking spaces and other areas on district property upon such losses or events. Memorials may be permitted at the discretion of the building principal [OR: ____]. He/She will consult with the family of the deceased, as appropriate. The display of all remembrances will be temporary in nature, removed in a timely manner and offered to the family.

Requests may be made to memorialize an individual or event in school yearbooks, at graduation ceremonies and other district activities. Activities that will not detract from scheduled classroom or school activities, or the celebration of student accomplishments may be permitted, with prior building principal approval. Activities or events may be rescheduled or cancelled with prior superintendent approval only.

In considering memorial activity requests, school administrators will balance memorializing or commemorating the individual or event on the one hand with avoiding creating an atmosphere that glamorizes a traumatic event or self-destructive behavior on the other.

[OPTION 1: Contributions may be made to a general scholarship fund established by the school unit memorializing a member or members of the school community or in memory or recognition of certain events.

OPTION 2: Memorial scholarships may be accepted and awarded under criteria approved by the Board in honor of persons who have special significance to the students, district or community. All such offers should be submitted to the Board with pertinent information concerning the purpose of the memorial scholarship. Funds will be administered by the school unit.]

MAINE SCHOOL MANAGEMENT ASSOCIATION
NEPN/NSBA Code: FFA

Items may be accepted by the district in memory of an individual or event with Board approval only. The Board will consider any maintenance costs to the district of such gifts. Items received become the property of the district and will be used for the purpose for which they were donated.

Schools may observe a moment of silence in memory of the individual or in recognition of certain traumatic events as deemed appropriate by the superintendent or designee. Additional district counseling services may be made available to provide support. Deaths will not be announced or memorialized on reader boards.

School will not be dismissed early or cancelled on the day of a memorial or funeral service unless approved by the Superintendent [OR: Board].

The school unit will not hang plaques commemorating the deceased or install permanent living memorials, such as planting trees unless approved by the Board.

Flags may be lowered only in accordance with state and federal law. District property (e.g., buildings, rooms, fields, gymnasiums, etc.) may be named or renamed to memorialize an individual with Board approval only.

[OPTIONAL: The Board regards the use of district property for memorial services as generally inappropriate. Any such request will be considered in accordance with Board policy KF – Community Use of School Facilities and applicable administrative procedures].

Cross Reference: EBCA – Emergency Management Plan
KF – Community Use of School Facilities

Adopted: _____

EMPLOYEE USE OF CELL PHONES

The purpose of this policy is to address employee use of cell phones and other electronic communication devices (except laptops), whether school unit-owned or personally owned, including those that send or receive text messages, allow retrieval or sending of email or provide Internet access.

The Board recognizes that the use of cell phones and other electronic communication devices may be appropriate to the efficient operations of the school unit and helping to ensure the safety of students and staff and the security of school unit property.

School unit employees may not use cell phones or electronic communication devices, whether school unit owned or personally owned, for non-school related business while they are engaged in instruction or supervision of students or of a school sponsored activity, or in any other manner that interferes with attending to and/or carrying out their job responsibilities. Employees are free to use their personal cell phones and other electronic communication devices during off-duty, lunch or break times.

Use of cell phones and electronic communication devices, whether school unit owned or personally owned, in a manner that violates Board policies, administrative procedures and/or state or federal laws will result in discipline and referral to law enforcement officials, as appropriate. School administrators may confiscate and search a device when there is reasonable suspicion that an employee has violated this policy and that the device contains evidence of the violation.

In the interest of safety, school unit employees are prohibited from using hand-held cell phones and electronic communications devices while driving RSU No. 5 owned motor vehicles, whether transporting students, other staff or driving alone. School unit employees are also prohibited from using hand-held cell phones and electronic communications devices while transporting students in private vehicles.

RSU No. 5 may provide cell phones or other electronic communication devices to some employees to assist them in carrying out their employment-related duties on or off school property. The Superintendent/designee shall have the discretion as to which employees will be provided school unit owned cell phones and other electronic communication devices, based upon need and availability.

School unit owned cell phones and other electronic communications devices are to be used for school-related business purposes and are not intended for personal use except in emergencies involving employee health or safety. Employees have no expectation of privacy in their use of school unit owned cell phones/electronic communications devices or the information stored on them.

SCHOOL BUS DRIVERS

Employees operating a school bus or other school unit vehicle transporting students are

prohibited from operating the vehicle while using a cell phone or other electronic communications device, whether personally owned or issued by the school unit, except during an emergency situation or to call for assistance in the event of a mechanical breakdown or other mechanical problem, and then only when the vehicle is stopped or parked.

Adopted: April 27, 2011
Reviewed: October 26, 2016