



**TO:** Kate Brown, Candy deCsipkes, Maddy Vertenten

**FROM:** Cynthia Alexander

**DATE:** August 26, 2019

**RE:** Policy Review – September 6, 2019 Meeting

The Policy Sub-Committee is scheduled to meet on Friday, September 6, 2019 at 8:30 a.m. at the RSU5 Central Office.

**Agenda**

1. ADA – School System Goals and Objectives
2. BBA – Board of Directors Powers and Responsibilities
3. BCA – Board of Directors Member Code of Ethics
4. JLCE – First Aid and Emergency Medical Care
5. JLCEE – Life-Sustaining Emergency Care
6. JLIB – Student Dismissal Precautions

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## **SCHOOL SYSTEM GOALS AND OBJECTIVES**

The RSU5 Board of Directors recognizes its responsibility to set goals for the efficient operation of the school unit. In discharging this responsibility, the Board of Directors will strive to ensure that the resources of the unit are directed toward meeting the educational needs of each eligible student.

The Board of Directors will develop annual goals based on input solicited from a variety of sources. These goals will be shared with the community, the staff, and the students. The administration shall develop appropriate objectives designed to achieve the stated priorities.

The Board of Directors will regularly evaluate progress toward meeting the goals and will adopt appropriate policies designed to facilitate their accomplishment.

Legal Reference: TITLE 20-A MRSA SEC. 4511.3, A

Adopted: May 27, 2009  
Reviewed: December 8, 2010  
Reviewed: November 20, 2013

## **BOARD OF DIRECTORS POWERS AND RESPONSIBILITIES**

The Board of Directors, in partnership with the Superintendent, shall have overall responsibility for RSU No. 5 which includes general charge of all the public schools of this unit and shall exercise such other responsibilities as specifically provided by law.

The Board, in partnership with the Superintendent, is responsible for providing leadership to guide the mission and direction of RSU No. 5. Board members will act as stewards of RSU No. 5 to ensure dedication to and use of assets resources for the benefit of all schools in the RSU No. 5 system. The Board ensures that all RSU No. 5 Board-sponsored or supported activities are consistent with the Board's mission to promote educational excellence throughout the unit.

The Board shall concern itself with questions of policy and objectives rather than with administrative details. The application of policies and objectives is an administrative task to be performed by the Superintendent and his/her staff, who shall be held responsible for the effective administration of board polices and objectives and supervision of the entire school system.

The Board, functioning within the framework of laws, court decisions, attorney generals' opinions, and similar mandates from the state and national levels of government, and recognizing the authority of the state, fulfills its duties:

- A. Sets and enacts policy;
- B. Selects, employs and evaluates the Superintendent;
- C. Provides for the planning, expansion, improvement, financing, construction and maintenance of the physical plant of the school system;
- D. Prescribes the minimum standards needed for the efficient operation and improvement of the school system;
- E. Requires the establishment and maintenance of records, accounts, archives, management methods and procedures incidental to the conduct of school business;
- F. Approves the budget, financial reports, audits, major expenditures, payment of obligations, and policies whereby the administration may formulate procedures, regulations, and other guides for the orderly accomplishment of business;
- G. Estimates the funds necessary from taxes for the operation, support, maintenance and improvement of the school system;
- H. Adopts courses of study;

- I. Provides staff and instructional aids;
- J. Evaluates the educational program to determine the effectiveness with which the schools are achieving the educational purposes of the school system;
- K. Provides for the dissemination of information relating to the schools necessary for creating a well-informed public;
- L. Approves/disapproves personnel nominations from the Superintendent and determines (where appropriate via collective bargaining) compensation and working conditions of all staff; and
- M. Monitors the activities of the sub-committees, task forces, and vested community groups.

Legal Reference: 20-A MRSA § 100 1

Adopted: July 8, 2009  
Revised: October 28, 2009  
Reviewed: January 26, 2011  
Reviewed: December 18, 2013

## **BOARD OF DIRECTORS MEMBER CODE OF ETHICS**

Having accepted the challenge of service on this Board of Directors, I accept the principles set forth in the following code of ethics to guide me in helping to provide free public education to all the children of my school unit within the State of Maine.

- A. I will view service on the Board of Directors as an opportunity to serve my community, state, and nation because I believe public education is the best means to promote the welfare of our people and to preserve our democratic way of life.
- B. I will at all times think of children first and base my decisions on how they will affect children, their education, and their training.
- C. I will make no disparaging remarks, in or out of the Board of Directors meetings, about other members of the Board or their opinions.
- D. I will remember at all times that as an individual I have no legal authority outside the meetings of the Board of Directors, and that I will conduct my relationship with the school staff, the local citizenry, and all media of communications on the basis of this fact.
- E. I will recognize that my responsibility is not to operate the schools but to see that they are well operated.
- F. I will seek to provide education for all children in the community commensurate with their needs and abilities.
- G. I will listen to all citizens but will refer all complaints to the proper authorities, and will discuss such complaints only at a regular meeting after failure of administrative solution.
- H. I will abide by a decision graciously once it has been made by the majority of the Board of Directors.
- I. I will not criticize employees publicly, but will make such criticism to the Superintendent for investigation and action, if necessary.
- J. I will make decisions openly after all facts bearing on a question have been presented and discussed.
- K. I will refuse to make promises as to how I will vote on a matter that should properly come before the Board of Directors as a whole.
- L. I will not discuss the confidential business of the Board of Directors in my home, on the street, in my office, or any location other than during a Board of Directors executive session.

- M. I will confine my Board of Directors action to policy making, planning, and appraisal, leaving the administration of the schools to the Superintendent.
- N. I will welcome and encourage cooperation and participation by teachers, administrators, and other personnel in developing policies that affect their welfare and that of the children they serve.
- O. I will endeavor at all times to see that schools have adequate financial support within the capabilities of the community and state, in order that every child may receive the best possible education.
- P. I will resist every temptation and outside pressure to use my position as a Board member to benefit myself or any individual or agency apart from the total interest of the school unit.
- Q. I will endeavor to attend every regular and special Board of Directors meeting recognizing that my presence means representation for my town or city. If I find that this is not possible for an extended length of time, I will give consideration to resigning from my position on the Board of Directors.
- R. I will recognize at all times that the Board of Directors of which I am a member is an agent of the state, and as such, I will abide by the laws of the state and the regulations formulated by the Maine Department of Education and by the State Board of Education.

Adopted: October 28, 2009  
Reviewed: January 26, 2011  
Reviewed: December 18, 2013

## **FIRST AID AND EMERGENCY MEDICAL CARE**

As defined in the Maine School Health Manual, first aid is “immediate and temporary care in the event of an accident or injury before medical care can be obtained.”

The Superintendent/designee shall establish and implement procedures for handling accidents and injuries, which shall make clear the responsibilities of various school personnel. They shall be based upon recommendations in the Maine School Health Manual. The Superintendent/designee shall maintain a system for accident reporting and for maintaining emergency health and contact information on each student. The Superintendent/designee shall also designate appropriate staff members to be responsible for administering first aid and will provide these individuals with appropriate training.

Legal Reference: 20-A MRSA § 4009

Adopted: March 24, 2010

Revised: March 27, 2013

## **LIFE-SUSTAINING EMERGENCY CARE**

A primary concern of the school unit shall be with the health and safety of its students. In emergency situations involving accident or illness, school employees should undertake reasonable efforts to provide first aid or life-sustaining emergency care to the extent of their knowledge and training, and/or to seek the assistance of school medical personnel or other staff members to obtain emergency assistance for the student.

For those students who may present an ongoing need for medical interventions at school, including a need for life-sustaining emergency care, school personnel shall convene a team meeting for the purpose of developing an individualized plan to address the student's specialized health needs. The team should include persons at the school who are knowledgeable about the student, as well as the student's parents and a school administrator. The Team may consider requests from the parents that alternative forms of life-sustaining emergency care be used as part of that plan, but those requests must be substantiated by specific medical documentation from the student's physician. The Team shall not approve a parental request to deny all life-sustaining emergency care for a student, but may specify that only certain types of intervention are appropriate in a particular situation.

For the purpose of this policy, "life-sustaining emergency care" means any procedure or intervention applied by appropriately trained school staff that may prevent a student from dying who, without such a procedure or intervention, faces a risk of imminent death. Examples of life-sustaining emergency care include: efforts to stop bleeding, unblocking airways, mouth-to-mouth resuscitation, and cardiopulmonary resuscitation ("CPR").

Legal Reference: 29 USC § 794(a)

Cross Reference: JLCE – First Aid and Emergency Medical Care

Adopted: March 24, 2010

Revised: March 27, 2013



## **STUDENT DISMISSAL PRECAUTIONS**

The Board of Directors seeks to safeguard students by requiring procedures for excusing students from attendance at school. The building principals are directed to develop and implement administrative procedures for dismissing students, subject to the approval of the Superintendent.

It is understood that procedures may vary from school to school due to the differing ages of the students.

Students will be released only to parents, legal guardian, and other persons specifically authorized in writing by parents/legal guardians to pick up the student. If the building Principal/designee has reason to question the authenticity of any written or verbal communication regarding the release of a student, the parents/guardians shall be contacted for confirmation. The building Principal/designee has the authority to deny the release of students to unauthorized or unknown persons. Students who drive to school must present a note from a parent/guardian authorizing them to leave school at any time during the school day and must sign out at the school office. Students over 18 must provide a written reason for leaving school and must sign out at the school office.

A custodial parent/guardian who wishes the school to comply with provisions of a court order to restrict access to a child is responsible for providing a certified copy of such order to the school.

In addition, administrative procedures concerning student dismissal shall incorporate the following components:

1. A procedure for dismissing students in the event of an emergency during the school day;
2. A procedure for dismissing students for illness and other reasons prior to the end of the school day; and
3. A procedure for confirming the identity of parents/guardians and others authorized to pick up students prior to releasing students.

Cross Reference:     EBCA - Crisis Response Plan  
                          JEA - Compulsory Attendance Ages  
                          KI - Visitors to the Schools

Adopted:            March 24, 2010

Reviewed:          March 27, 2013