



TO: Kate Brown, Candy deCsipkes, Maddy Vertenten
FROM: Cynthia Alexander
CC: Michelle Lickteig
DATE: March 11, 2019
RE: Policy Review – April 5, 2019 Meeting

The Policy Sub-Committee is scheduled to meet on Friday, April 5, 2019 at 8:30 a.m. at the RSU5 Central Office.

Agenda

1. JIC – System-Wide Student Code of Conduct
2. IKFB – Graduation Exercises
3. DI – Fiscal Accounting and Reporting
4. DA – Fiscal Management Goals/Priority Objectives
5. DB – Annual Budget
6. DBG – Budget Adoption Process
7. DIE – Audits/Financial Monitoring
8. DJC – Petty Cash Accounts
9. DLB – Tax Sheltered Annuities
10. DM – Cash in School Buildings
11. DN – School Properties Disposition
12. DO – Approval for New Programs

Regional School Unit No. 5

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SYSTEM-WIDE STUDENT CODE OF CONDUCT

Ethical and responsible student behavior is an essential part of the educational mission of our schools. To that end, the Board has developed this System-Wide Code of Conduct with input from school staff, students, parents and the community. The Code defines our expectations for student behavior and provides the framework for a safe, orderly and respectful learning environment.

Article 1— Standards for Ethical and Responsible Behavior

The Code of Conduct is intended to support and encourage students to meet the following state-wide standards for ethical and responsible behavior:

- Respect
- Honesty
- Compassion
- Fairness
- Responsibility
- Courage

Article 2— Code of Conduct

All students are expected to comply with the Code of Conduct and all related Board policies and school rules. The Code applies to students:

- on school property,
- while in attendance at school or at any school-sponsored activity, or
- at any time or place that such conduct directly interferes with the operations, discipline or general welfare of the school.

Article 3— General Behavior Expectations

The following expectations for student behavior are fundamental to a safe, orderly and respectful environment in our schools. Each student should:

1. Be courteous to fellow students, staff and visitors.
2. Respect the rights and privileges of other students and school staff.
3. Obey all Board policies and school rules governing student conduct.
4. Follow directions from school staff.
5. Cooperate with staff in maintaining school safety, order and discipline.
6. Attend school regularly.
7. Meet school standards for grooming and dress.

8. Respect the property of others, including school property and facilities.
9. Refrain from cheating or plagiarizing the work of others.
10. Refrain from vulgarity, profanity, obscenity, lewdness, and indecency.

~~Article 4— Discipline~~

Violations of the Code of Conduct may result in positive and restorative interventions and/or disciplinary action. Administrators have the discretion to tailor discipline to the facts and circumstances of the particular case. Consequences will range from a verbal warning for minor misconduct up to and including expulsion for the most serious offenses. Behavior that also violates the law may be referred to law enforcement authorities.

~~See Policies:~~

- ~~JK— Student Discipline~~
- ~~AKB— Detention of Students~~
- ~~AKD— Suspension of Students~~
- ~~AKE— Expulsion of Students~~

~~Article 5— Expectations~~

The following is a summary of the school unit’s expectations for student behavior. In many cases, the Board has adopted policies that address these expectations in greater detail. Students, parents and others should refer to the policies and student handbooks for more information about the expectations and consequences. In case of an inconsistency between this Code of Conduct, Board policies and/or school handbooks, Board policies will prevail.

~~A. Violence and Threats~~

Students shall not engage in violent or threatening behavior. Prohibited behavior includes fighting, assault and/or battery, taking hostages, threats to commit violence against persons or property, or threats, intimidation, or harassment. Violations may result in disciplinary action up to and including expulsion.

~~See Policies:~~

- ~~JICIA— Weapons, Violence and School Safety~~
- ~~JICK— Bullying~~
- ~~EBCC— Bomb Threats~~

~~B. Weapons~~

Students shall not possess or use weapons of any kind (examples include but are not limited to firearms, explosives and knives). Students also shall not use any object, although not necessarily designed to be a weapon, to inflict bodily harm and/or to threaten, intimidate, coerce or harass another person (examples include but are not limited to bats, lighters, tools and toy weapons). Firearms violations will result in expulsion in accordance with state and federal statutes; other weapons violations may result in disciplinary action up to and including expulsion.

~~See Policies:~~

~~JICIA—Weapons, Violence and School Safety~~
~~JICK—Bullying~~

C. Hazing

Hazing is prohibited. Maine law defines injurious hazing as “any action or situation, including harassing behavior that recklessly or intentionally endangers the mental or physical health of any school personnel or a student enrolled in a public school.” No student shall plan, encourage or engage in such activities in connection with any school program or activity, including extracurricular, co-curricular and athletic activities. Students who engage in hazing activities are subject to suspension, expulsion and/or other appropriate disciplinary measures.

~~See Policy—ACAD—Hazing~~

D. Discrimination and Harassment/Sexual Harassment

Students should not discriminate against other students on the basis of race, color, sex, religion, ancestry, national origin or disability. Nor should students harass one another on the basis of race, color, sex, sexual orientation, religion, ancestry, or national origin or disability. Sexual harassment is also prohibited. Harassment is grounds for disciplinary action up to and including expulsion.

~~See Policies:~~

~~AC—Nondiscrimination~~
~~ACAA—Harassment and Sexual Harassment of Students~~

E. Bullying

Students shall not engage in bullying behavior, including unwanted physical contact, acts or communications of any kind that: 1) damage a student’s property; place a student in reasonable fear of physical harm and/or damage his/her property; and/or disrupt the instructional program or the orderly operation of the school; and/or 2) is so severe that it creates a hostile educational environment for the student who is bullied. Violations may result in disciplinary action up to and including expulsion from school.

~~See Policy—JICIA—Weapons, Violence and School Safety~~

F. Drug and Alcohol Use

Students shall not distribute, possess, use or be under the influence of any alcoholic beverage, drug, look-alike substance or other prohibited materials and/or substances

as described in Board policy. Violations may result in disciplinary action up to and including expulsion from school.

~~See Policy—JICH—Drug and Alcohol Use by Students~~

G. Tobacco Use and Vaping

Students shall not smoke, use, possess, sell or distribute any tobacco products. This prohibition also applies to e-cigarettes and products and paraphilia associated with “vaping.” Violations of this policy may result in disciplinary action up to and including suspension from school.

~~See Policy—ADC—Tobacco Use and Possession~~

H. Conduct on School Buses

Students must comply with all Board policies and school rules while on school buses. Students who violate these policies and rules on a school bus may have their riding privileges suspended or revoked, and may also be subject to additional disciplinary action, up to and including expulsion, depending upon their particular violation.

~~See Policy—JICC—Student Conduct on School Buses~~

I. Computer Technology/Internet Use

Students may use school ~~computers~~ technology devices, networks and Internet services only for educational purposes and other purposes authorized by the school unit. Students shall comply with all policies and rules governing acceptable use. Unacceptable use may result in use restrictions suspension or cancellation of ~~computer~~ technology privileges as well as additional disciplinary and/or legal action.

~~See Policy—IJNDB—Student Computer and Internet Use~~

Athletic/Co-Curricular Activities

Students must follow all RSU No. 5 Board policies and school rules while participating in athletics and co-curricular activities. Students who violate policies and rules may be subject to suspension or removal from the team/activity as well as additional disciplinary action under applicable Board policies and/or school rules.

Article 6— Removal of Disruptive/Violent/Threatening Students

1. Students who are disruptive, violent or threatening death or bodily harm to others may be removed from classrooms, school buses, or other school property when necessary to maintain order and safety. The staff member who orders the student

removed should arrange to have the student escorted to the office or other designated location.

2. If a student does not comply with a staff member's order to leave, the staff member will contact an administrator, or, if not available, another suitable person, who shall respond promptly.
3. Staff members should not use physical force or restraint, except to the minimum extent necessary to protect any person from imminent physical harm. Staff members are not required to take action that puts them at risk of serious injury.
4. The responding administrator will take appropriate action. If the student fails to obey verbal directions, force or restraint may be used only to the minimum extent necessary to protect any person from imminent physical harm or to quell a disturbance. Whenever practicable, law enforcement should be called to restrain or physically remove the non-compliant student. The administrator may invoke the school unit's crisis response plan if appropriate.

~~See 20-A M.R.S.A. § 4009—Protection from Liability~~
~~See Comprehensive Emergency Management Plan~~

Article 7— Special Services

1. **Referral.** The school unit has adopted policies and procedures for determining when a student shall be referred for special services.

~~See Policies:~~

~~IHBAA—Referral/Pre-Referral Policy of Students with Disabilities~~
~~IHBAC—Child Find~~

2. **Review of Individual Educational Plan.** The school shall schedule an IEP meeting to review the IEP of a student who has been removed from class when: a) school officials and/or the parent believes the student may present a substantial likelihood of injury to himself/herself or other; b) the class removals are sufficient to constitute a change in the student's special education program; or c) school officials or the parent believes that the student's behavior may warrant a change in educational programming.

~~See Policy—JKF—Disciplinary Removals of Students with Disabilities~~

Article 8— Referrals to Law Enforcement Authorities

The Superintendent and administrators have the authority to seek the assistance of law enforcement authorities when there is a substantial threat to the safety of the schools, students or staff. The Superintendent/administration may also inform law enforcement authorities when they have reason to suspect that a student or staff member may have violated a local, state or federal statute. All serious offenses, as determined by the Superintendent, must be reported to law enforcement authorities.

See Policies:

~~KLG – Relations with Law Enforcement Authorities, OR
KLG A – Relations with School Resource Officers and Law
Enforcement Authorities~~

~~Article 9~~ – Dissemination of System-Wide Student Code of Conduct

The System-Wide Student Code of Conduct shall be distributed to staff, students and parents through handbooks and/or other means selected by the Superintendent and building administrators.

Cross Reference: AC – Nondiscrimination
ACAA – Harassment and Sexual Harassment of Students
ACAD – Hazing
ADC – Tobacco Use and Possession
EBCC – Bomb Threats
IHBAA – Referral/Pre-Referral Policy of Students with Disabilities
IHBAC – Child Find
IJNDB – Student Computer and Internet Use
JICC – Student Conduct on School Buses
JICH – Drug and Alcohol Use by Students
JICIA – Weapons, Violence and School Safety
JICK – Bullying
JK – Student Discipline
JKB – Detention of Students
JKD – Suspension of Students
JKE – Expulsion of Students
JKF – Disciplinary Removals of Students with Disabilities
KLG – Relations with Law Enforcement Authorities

Legal Reference: 20-A MRSA §§ 254 (11); 1001 (15), (15-A)

Adopted: March 24, 2010
Revised: January 23, 2013
Revised: _____

GRADUATION EXERCISES

It is the policy of the Board of Directors that only students who have fulfilled all requirements for graduation be permitted to participate in the annual diploma ceremony of Freeport High School.

Students who are not eligible to participate in the diploma ceremony for reasons beyond their control or responsibility may apply to the High School ~~Administrator, including Guidance~~ Principal for a limited waiver of this policy in order to attend other activities centered around graduation. In order to be granted this waiver the student must demonstrate all of the following:

- 1) That the student had consistently utilized his or her best efforts to comply with the rules and policies of the school;
- 2) That the student has a firm plan for completing his or her studies at the earliest possible time; and
- 3) That the student brought a written request for a waiver to the Principal at the earliest possible opportunity.

If the High School ~~Administrator~~ Principal, including with input from Guidance, find that the student has met these requirements and that granting the waiver would be in the best interest of both the student and his or her class, then the Principal may waive the policy to the extent that the student may participate in any or all senior activities other than the diploma ceremony.

Any appeal of an action pursuant to this policy is to the Superintendent.

Adopted: February 24, 2010

Reviewed: December 12, 2012

Revised: _____

FISCAL ACCOUNTING AND REPORTING

The Superintendent shall be ultimately responsible for properly accounting for all funds of the District.

The accounting used shall be in accordance with requirements of the Maine Department of Education and with good accounting practices, providing for the appropriate separation of accounts, funds and special monies.

The Finance Committee will periodically receive financial statements from the Superintendent showing the financial condition of the District. The Finance Committee will report to the Board as it deems appropriate or as requested by the Board.

It shall be the duty of the Superintendent/designee to direct and supervise the preparation of monthly and annual reports to the Superintendent and the Board; to advise Principals and other administrators periodically of expenditures related to budget appropriations; and to prepare financial reports required by the Maine Department of Education or other agencies with jurisdiction.

Legal References: 20-A MRS §1055

Adopted: May 27, 2009
Revised: November 30, 2011
Reviewed: April 30, 2014

FISCAL MANAGEMENT GOALS/PRIORITY OBJECTIVES

The Board recognizes that money and money management comprise the foundational support of the whole school program. To make that support as effective as possible the Board intends:

- A. To encourage advance planning through the best possible budget procedures;
- B. To explore all practical and legal sources of dollar income;
- C. To guide the expenditure of funds so as to achieve the greatest educational returns;
- D. To require maximum efficiency in accounting and reporting procedures; and
- E. To maintain a level of per pupil expenditure needed to provide high quality education.

As trustee of local, state and federal funds allocated for use in education, the Board has the responsibility to protect the funds and to use them wisely.

Adopted: January 27, 2010

Reviewed: April 30, 2014

ANNUAL BUDGET

The Board recognizes that financial resources and the proper management of same are fundamental to the support of school programs and operations. With this in mind, the Board will develop and present an annual operating budget as directed by applicable laws.

The annual budget will be for a 12-month period covering the fiscal year July 1 through June 30.

The Board shall designate the superintendent as its budget officer, but he/she may delegate portions of such responsibility as appropriate.

The three general areas of responsibility of the budget officer are budget-preparation, budget presentation and budget administration.

Legal Reference: Title 20A MRSA Sec. 1301 (SAD)
 Title 20A MRSA Sec. 1701 (CSD)
 Title 20A MRSA Sec. 1902 (UN)
 Title 20A MRSA Sec. 15617 E SEQ. (ALL)

Adopted: January 27, 2010

Reviewed: April 30, 2014

BUDGET ADOPTION PROCESS

Board adoption of the annual budget is to be accomplished prior to June 30 for the fiscal year beginning July 1.

The budget shall include, in addition to operating expenses and expected income for the ensuing year, the sums required for meeting bonds falling due, interest on the bonds and on other obligations, rentals and other fixed charges. The budget shall be thoroughly explained and stakeholders shall be given an opportunity to be heard.

Legal Reference: Title 20A MRSA Sec. 1301 ET SEQ; 15617 ET SEQ.

Adopted: January 27, 2010

Reviewed: April 30, 2014

AUDITS/FINANCIAL MONITORING

The school system's books shall be audited annually by the Maine Department of Auditors or by an outside auditor approved by the Board, based on the July 1 to June 30 fiscal year. The Superintendent/designee shall be responsible for working with auditors in their conduct of annual or other audits as required.

Legal Reference: Title 20A MRSA Sec. 6051 ET SEQ.

Adopted: January 27, 2010
Reviewed: November 30, 2011
Reviewed: April 30, 2014

PETTY CASH ACCOUNTS

In order to facilitate refunds and minor purchases, the Board authorizes a petty cash fund in each school and in the Central Office.

A school's petty cash fund shall not exceed \$200.00. The Central Office petty cash fund shall not exceed \$200.00

The custodian for such accounts at the schools will be the principal. The account custodian at the Central Office will be the Superintendent/designee. Each transaction must be supported with proper receipts by the account custodian.

Justifiable expenditures from the petty cash accounts will include but not be limited to: miscellaneous materials and supplies (\$200.00 maximum) for office supplies, postage and shipping.

The petty cash funds will be replenished through accounts payable procedures after approval by the Superintendent/designee

Adopted: January 27, 2010
Revised: November 30, 2011
Reviewed: April 30, 2014

TAX SHELTERED ANNUITIES

So that employees may obtain the benefit of tax sheltered annuities, the Board hereby authorizes the adoption of a Tax Sheltered Annuity Plan. The Superintendent is authorized to sign a written Tax Sheltered Annuity Plan (the "Plan") on behalf of the Board. The Plan shall provide that:

- A. Any employee may participate in the Tax Sheltered Annuity Plan, subject to the limitations of the Plan and the Internal Revenue Code.
- B. Any agent or agency wishing to sell tax sheltered annuities to employees must file with the Superintendent evidence of its license to sell such annuities in the State of Maine.
- C. Only those providers of annuities who agree to comply with the terms of the Plan shall be permitted to participate as an annuity provider under the Tax Sheltered Annuity Plan. In accordance with the Plan, the Board retains the right to limit the number of annuity providers authorized to sell annuities to employees.
- D. At no time will solicitation by providers of tax sheltered annuities be permitted in school buildings or on school property during regular school hours.

Adopted: January 27, 2010
Reviewed: November 30, 2011
Reviewed: April 30, 2014

CASH IN SCHOOL BUILDINGS

No money shall be kept overnight in schools except in a locked depository that the Principal has made available for the purpose.

In the event that money is stolen from desks or cabinets or elsewhere in the school buildings, the Board cannot be held liable for the loss. School funds left in designated depositories will be insured.

Adopted: July 27, 2010
Reviewed: November 30, 2011
Reviewed: April 30, 2014

SCHOOL PROPERTIES DISPOSITION

The Superintendent is authorized to determine, through procedures he/she develops, when personal property (supplies, materials, equipment), as distinguished from real property is obsolete or no longer of use to the school unit and to declare it surplus.

The Board of Directors is to be informed of any property declared surplus by the Superintendent prior to its disposal. Procedures for disposal of all surplus personal property shall be in accordance with the following:

- A. All member municipalities are to be informed in writing of property declared surplus and are to have first option to purchase. The charges for municipal purchases shall be determined by the Superintendent after consultation with the Board.
- B. Surplus property, including books, to be offered for sale shall be disposed of by sealed bid, public auction, or public sale. Public notice of any sale of surplus property shall be given at least one week in advance of an auction, sale or opening of sealed bids.
- C. Library books, textbooks and instructional materials are to be disposed of by a means most likely to offer promise of continuing educational benefit, first to citizens of the school unit, then to others.
- D. Any surplus property which is offered for public sale and is not sold may be disposed of in a manner deemed advisable by the Superintendent, including donation to non-profit agencies.
- E. Any property determined to be worthless, or for any reason is considered to be inappropriate for sale, shall be disposed of in a manner the Superintendent deems appropriate after so informing the Board, with recycling as a priority where feasible.
- F. Any school unit identification that has been applied to the surplus property shall be removed or, if not possible to remove, be further identified to indicate the intended disposition and surplus nature (i.e., "SOLD BY", "SURPLUS").

All revenues which result from the sale of surplus property shall be credited as miscellaneous income except in any instance where law requires that it be credited to a specific account.

Legal Reference: Title 20A MRSA Sec. 7

Adopted: January 27, 2010

Reviewed: December 14, 2011

Reviewed: April 30, 2014

APPROVAL FOR NEW PROGRAMS

New programs and services within the School Department that result in the expenditure of school department funds are to be approved by the Board prior to implementation.

Adopted: January 27, 2010
Reviewed: December 14, 2011
Reviewed: April 30, 2014