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TO: Kate Brown, Candy deCsipkes, Maddy Vertenten
FROM: Cynthia Alexander
CC: Julie Nickerson, Emily Grimm, Lisa Demick, Ray Grogan, Will Pidden, Jen Gulko,
Michelle Lickteig
DATE: February 15, 2019
RE: Policy Review – March 1, 2019 Meeting

The Policy Sub-Committee is scheduled to meet on Friday, March 1, 2019 at 8:30 a.m. at the RSU5 Central Office.

Agenda

1. DFF – Student Activities Funds
2. JJE – Student Fundraising Activities
3. JIC – System-Wide Student Code of Conduct
4. IKB - Homework

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STUDENT ACTIVITIES FUNDS

Revenues collected from ~~gate receipts from athletic competitions~~, admissions to school entertainment events, profits from school stores, club and class dues, and student organization fundraising activities shall be deposited and accounted for in a student activities fund maintained for each school. Within this fund, separate accounts will be maintained for accounting purposes. Revenues collected from gate receipts from athletic competitions shall be deposited into a separate fund for track and field maintenance. These revenues will be considered school unit funds under the direct control of the Superintendent, who may develop and implement procedures relative to these funds, and delegate specific responsibility for deposits, expenditures, and record keeping to the building principals and/or appropriate staff. Procedures for management of student activities funds shall be consistent with sound business and accounting practices.

Student activity funds are to be used only for student activities that augment the school unit's programs; they are not intended to replace school unit funding for school unit programs and activities. Funds raised by approved student clubs or organizations or from classes shall be expended to benefit the specific club or organization or class. All expenditures from student activities funds must be approved in advance by the administrator/designee.

Remaining funds from the Grade 8 class account shall remain with the school.

The senior class may decide how to disburse funds remaining in its class account after graduation. Such disbursements may include gifts to the school, to a scholarship fund, or used for an activity approved in advance by the principal. All of the class's outstanding obligations must be paid before the class may expend its remaining funds. Unexpended remaining funds at the end of the calendar year five years after the class has graduated and any interest earned on these funds will be transferred to a scholarship fund from which any graduating student is eligible to benefit.

Student activity funds are part of the total fiscal operation of the District and shall be audited as part of the District's annual audit.

Cross Reference: DI-Fiscal Accounting and Reporting
 JJE-Student Fundraising Activities

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

STUDENT FUNDRAISING ACTIVITIES

The Board recognizes that it is responsible for providing through the budget process the resources necessary to support the school unit's instructional program. However, the Board acknowledges that student organizations may wish to engage in fundraising in order to support their activities, to provide funding for social events and/or student travel, to benefit the school or community, or for humanitarian purposes.

It is the purpose of this policy to provide guidelines for student participation in fundraising activities.

A. Fundraising Guidelines

The following general guidelines apply to fundraising by student organizations. These guidelines and additional considerations shall apply to student participation in fundraising conducted for other purposes.

1. All student fundraising activities must be approved in advance by the building principal who will determine if there are sufficient educational or financial benefits to the school and/or students to justify the fundraising activity, and whether the fundraising activity complies with section D of this policy. The principal/designee will determine the amount of involvement the representatives from the outside organizations will have. The purpose of the fundraiser will be communicated to students and families.
2. Student fundraising activities must be supervised by a building administrator, teacher or activity advisor.
3. The activity must be one in which schools and students may appropriately engage, and must not subject the schools, students, or their families to unnecessary risk or responsibility. In the event there is a question regarding the appropriateness of a proposed activity or the proposed fundraising activity is one that is new to the school system, the building principal shall consult with the Superintendent.
4. Participation by students in actual fundraising shall be voluntary.
5. The activity must have minimal impact on instructional time and not be unduly demanding of student or staff time or work. Neither students nor staff should miss instructional time to plan or implement fundraising activities, acquire, demonstrate or distribute products, solicit sales, or to collect or record monies. ~~Students may participate in fundraising~~

~~activities during non-instructional time, such as lunch periods and before and after school.~~

6. There shall be no mandatory quotas for product sales or donations. Parents always have the option to make a voluntary donation. Parents do not have to do either if preferred.
7. Class time will not be used for distribution of promotional materials.
8. Students participating in fundraising activities are expected to conduct themselves in accordance with Board policies, school rules and the student code of conduct.
9. In the interest of student safety, activities involving door-to-door solicitation by elementary level students are prohibited.
10. Club and class dues shall be determined by the club or class officers in consultation with the club or activity advisor. The building principal shall have final authority over the setting of club and class dues. To the greatest extent possible, scholarship funds will be made available to qualifying students.
11. The building administrator and teachers or advisors supervising fundraising activities will be responsible for the collection, monitoring, deposit into student activity accounts, and disbursement of funds raised in accordance with the Board's policy DFF, Student Activities Funds Management (or other applicable policy code and title).

B. Solicitation of Funds By and From Students for Humanitarian or Charitable Organizations

Student fundraising may be conducted to benefit humanitarian or charitable organizations or purposes only as follows:

1. The fundraising activity or charity drive must be sponsored by a recognized school club or student organization and approved in advance by the building principal.
2. The activity or drive must be supervised by a building administrator or teacher.
3. Instructional time should not be used for planning or soliciting funds unless there is an explicit correlation to curriculum goals. The building administrator has final decision making authority in this matter.
4. Class time should not be used for distribution of promotional materials.

5. Participation in or donation to any fundraising activity shall be optional. Under no circumstances will any student be compelled to participate or donate, or be penalized for not participating or donating.
6. Fundraising activities must be conducted in accordance with the guidelines in Section A of this policy.
7. The building administrator or teacher charged with supervising the fundraising activity or drive will be responsible for the collection, monitoring and disbursement of funds raised. Use of any student activity account must be in accordance with the Board's policy DFF (or other code), Student Activities Funds Management.

C. Use of Students in PTO/Parent Group Fundraisers

The Board recognizes that PTO's and other parent groups may wish to involve students in fundraising activities. The following provisions apply to student participation in such activities:

1. Any fundraising activity sponsored by a PTO or other parent group that involves student participation must be approved in advance by the building principal and be conducted in consultation with the building principal and staff.
2. Participation should provide a positive experience for students.
3. ~~Participation by staff and students shall be voluntary.~~
4. Instructional time will not be used for fundraising activities or solicitations.
5. All activities must be conducted in accordance with the fundraising guidelines in Section A of this policy.

D. Coordination of Fundraising Activities

PTO's, boosters and other parent groups are encouraged to coordinate their fundraising activities with student organization-initiated fundraisers in order to avoid burdening local businesses and the community.

~~The Board encourages the use of a fundraising calendar at each school and across the district to assist in spreading fundraisers over the school year. Request forms (JJE-E) should be submitted to both the administrator and superintendent for approval. The district office will coordinate requests to avoid duplication of fundraising.~~

Cross Reference: DFF-Student Activities Funds Management
EFE-Competitive Food Sales
~~JIBC-Relations with Booster Groups~~

Adopted: March 24, 2010

Reviewed: March 13, 2013

Revised:

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
JKB— Detention of Students
JKD— Suspension of Students
JKE— 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:~~

~~JCIA— Weapons, Violence and School Safety
JCK— 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 MRSA § 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 – 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: _____

HOMEWORK

The RSU No. 5 Board believes that homework should be meaningful, engaging, process-oriented, and integrative, while being mindful of the diverse capacities of students. ~~there are several reasons for assigning meaningful homework:~~

- ~~A. Homework is an avenue for families to become involved with education. We know that for schools to do the best possible job educating each student, parents and schools must work together. Homework is one way parents can make a meaningful contribution to helping their sons and daughters achieve. When students see that their parents think education is important, their performance improves.~~
- ~~B. Appropriately designed homework communicates the value of learning as an integrative reflective process. Assigning meaningful homework is one way of letting students develop confidence in their own abilities.~~
- ~~C. In addition to applied learning opportunities homework has the potential to help students develop selfdiscipline, initiative, and organizational skills. Homework also provides the opportunity to further develop individual interests. Through homework, students learn how to manage their time. Students learn the importance of setting goals and working to achieve them.~~
- ~~D. Homework helps students apply the skills they have been taught in school.~~

The amount of homework assigned should be gradually increased from grade to grade. As a child advances through school, it is reasonable to expect that the amount of homework can be expected to increase. ~~using the following guidelines for homework an average of 4 nights per week:~~

Schools will communicate homework expectations and supports to students and parents/guardians..

Grades K-5: ~~Gradually adding minutes with each grade to a maximum of 60 minutes in grade 5 for all subjects combined;~~

Grades 6-8: ~~A maximum of two hours per night for all subjects combined; and~~

Grades 9-12: ~~A maximum of three hours per night for all subjects combined.~~

~~Homework should be meaningful, engaging, process oriented, and integrative, while being mindful of the diverse capacities of students.~~

Legal Reference: CH. 125.23, B, 5, 1 (Maine Dept. of Ed. Rule)

Adopted: February 24, 2010

Reviewed: December 12, 2012