



TO: Kate Brown, Candy deCsipkes, Maddy Vertenten
FROM: Cynthia Alexander
CC: Julie Nickerson, Emily Grimm, Lisa Demick, Ray Grogan, Will Pidden, Jen Gulko
DATE: January 18, 2019
RE: Policy Review – February 8, 2019 Meeting

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

Agenda

1. IKB – Homework
2. JLDBG – Reintegration of Students from Juvenile Correctional Facilities
3. DFF – Student Activities Funds
4. JJE – Student Fundraising Activities

Regional School Unit No. 5

17 West St., Freeport, ME 04032

Telephone: 865-0928x5

E-mail: mcmamusg@rsu5.org

HOMework

The RSU No. 5 Board believes that 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 self-discipline, 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 increased using the following guidelines for homework an average of 4 nights per week:

- 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

REINTEGRATION OF STUDENTS FROM JUVENILE CORRECTIONAL FACILITIES

Maine law requires the establishment of a reintegration team to assist a student entering a public school from a juvenile correctional facility. The Board of Directors recognizes the need for advance planning and appropriate confidentiality in these circumstances.

The Superintendent shall be responsible for determining whether a student will be accepted or denied access to school based on compliance with the juvenile's rehabilitation plan as it affects reintegration. Access may be denied until the Superintendent is satisfied that conditions have been met.

The school unit will comply with reintegration standards established by the Maine Department of Education. The Superintendent will be responsible for overseeing the transition of students from juvenile correctional facilities based on the following guidelines.

- A. Within ten days of receiving information from the Department of Corrections concerning the release of the juvenile offender, the Superintendent shall establish and convene a meeting of a reintegration team to review information received from the Department of Corrections, evaluate the student's individual educational needs, and determine what additional information may be relevant.
- B. The reintegration team shall include at a minimum the principal/designee of the school to which the student will be admitted, at least one classroom teacher to which the student will be assigned or who is involved in the school's student assistance team, the student's parent/guardian/custodian, and a guidance counselor. The student's juvenile correctional officer or other representative from the Department of Corrections may be invited to attend.
- C. The reintegration team will determine, on the basis of need, which school employees should have access to information that would otherwise be considered confidential. The nature and extent of information provided should be limited to that needed to implement the student's reintegration plan and ensure the health and safety of the student, the safety of the school's students and staff, and the integrity of school property.
- D. The Superintendent/designee will be responsible for ensuring that confidentiality training, including a review of the school unit's policy and administrative procedures pertinent to records from the juvenile criminal justice system, including the juvenile correctional facility, and to all student educational records under the Family Education Records and Privacy Act (FERPA), is provided to all school employees who have access to this information.

- E. Before the student enters school, at least one additional meeting of the reintegration team should be held to develop an individualized plan for the student's reintegration based on the student's educational needs and the options available within the school system. This meeting should include the student as well as the members of the reintegration team. The reintegration plan will address the student's educational program, participation in activities (including co-curricular and extracurricular activities), and access to school facilities (including transportation).
- F. Placement in grade, class, and/or school programs will be based on the student's abilities and academic achievement demonstrated in prior educational settings, including the student's stay at the juvenile correctional facility. The principal will be responsible for evaluating the student's transcript and portfolio from the juvenile correctional facility to assess progress toward meeting the content standards of the Learning Results. The principal may require the student to participate in additional tests or other demonstrations of skill or knowledge, consistent with the local assessment system, for the purpose of determining appropriate placement.
- G. The Superintendent/designee will be responsible for developing and implementing a process for monitoring and reporting a student's progress and compliance with the reintegration plan and for modifying the plan as needed.
- H. A student who violates Board policy or school rules will be subject to the disciplinary consequences described in policy, administrative procedures, and/or the student handbook/student code of conduct.
- I. The Superintendent/designee shall make any reports that may be required by the Department of Education concerning numbers of students entering the local school unit from juvenile correctional facilities.

Legal Reference: 20-A M.R.S.A. §§ 254(12), 1055(12), 2902(10), 4502(5)(O),
6001-B(1), 6001-B(2), 6001-B(3-A)
15 M.R.S.A. § 3009

Adopted: July 8, 2009
Reviewed: March 27, 2013

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. ~~There must be~~ sufficient educational or financial benefits to the school and/or students to justify the fundraising activity. and complies with section D of this policy.
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.
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 in actual fundraising 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
~~JJBC Relations with Booster Groups~~

Adopted: March 24, 2010
Reviewed: March 13, 2013
Revised: _____