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TO: Kate Brown, Candy deCsipkes, Maddy Vertenten

FROM: Cynthia Alexander

DATE: October 23, 2018

RE: Policy Review – November 2, 2018 Meeting

The Policy Sub-Committee is scheduled to meet on Friday, November 2, 2018 at 8:30 a.m. at the RSU5 Central Office.

Agenda

1. JCA – Assignment to Schools Within the District
2. JFAA – Admission of Resident Students
3. JGAA – Assignment of Students to Classes – Five-Year Olds
4. JGAB – Assignment of Students to Classes: Transfer Students and Home Schooling Students
5. JHCB – Release Time for Religious Instruction
6. JJE – Student Fundraising Activities
7. KHB – Advertising in the Schools

Regional School Unit No. 5

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ASSIGNMENT TO SCHOOLS WITHIN THE DISTRICT

The RSU No. 5 Board of Directors believes that the assignment of students to schools within the school district should be consistent with effective education of students and the best use of the resources of this school district. The Board designates attendance areas following existing town lines.

In general, students will be assigned to the school which serves the attendance area in which their parents or legal guardians reside. The Superintendent is authorized to assign a student to a school other than that designated by the attendance area when such exception is justified by circumstances and is in the proper educational interest of the student. Procedures shall be established to specify the conditions under which a student may enroll in a school other than the one in his/her attendance areas.

School bus transportation will not be provided for students attending schools outside their attendance area unless they can be accommodated on existing bus routes and schedules; or an exceptional child is involved; or unless specific permission is granted by the Board.

No assignment to schools or attendance areas shall discriminate against students on the basis of gender, race, religion, disability, sexual preference or national origin.

Adopted: June 24, 2009
Reviewed: January 23, 2013

ADMISSION OF RESIDENT STUDENTS

The RSU No. 5 School Department shall admit as students those of legal school age whose parents or guardians legally reside within the unit. Adequate proof of residence shall be required. The Board reserves the right to verify residency through appropriate means for any enrolled student or any family applying for enrollment.

“Residence” means bona fide residence—one’s actual residence maintained in good faith—and does not include a temporary or superficial residence established for the purpose of free school attendance in this system. It shall be considered the place where important family activity takes place—the place where the family eats, sleeps, relaxes and plays. It is a place which can be called a “home.” While it is possible for an individual to maintain property and pay taxes in more than one location or community, for purposes of student eligibility for school attendance, “residence” shall mean **where the parent maintains a home.**

Guardianship shall be substantiated by a copy of a court order or probated will appointing the resident as guardian of the student. No student shall be accepted for enrollment or allowed to continue in enrollment on the basis of guardianship established by a power of attorney.

Resident students entering school for the first time shall be admitted upon presentation of an original birth certificate to the Principal, along with a record of required immunizations and pertinent health records. Photocopies shall be made and retained in the student’s file.

New resident students who are transferring into the school system shall be admitted on the basis of age, health, behavior and academic records received from the previous school. However, original documentation may be required if deemed necessary to appropriately determine a student’s eligibility for enrollment and assignment.

Legal Reference: 18-A MRSA § 5201, et seq.
20-A MRSA §§ 5202 et seq., 6002
Maine Commissioner of Ed. Administrative Letter No. 13, 10/9/97
Cross Reference: JFAB – Admission of Non-Resident Students

Adopted: March 24, 2010
Reviewed: January 23, 2013

ASSIGNMENT OF STUDENTS TO CLASSES—FIVE-YEAR-OLDS

Maine law permits children who are at least five years old on October 15 of the school year to enroll in school. The intent is that these students begin their school careers in Kindergarten at this age.

However, it is recognized that exceptions to this initial placement may be justified under limited circumstances. In such rare cases, enrolling five-year-old students may be placed in first grade at the discretion of school officials in accordance with the following:

- A. Social and emotional maturity should have been demonstrated such as to predict success in grade one;
- B. The decision of placement lies with the Principal, appealable to the Superintendent whose decision shall be final;
- C. The right must be reserved to the school to administer testing as appropriate to making a proper determination of placement;
- D. Any such placement is to be conditioned upon demonstrated success and reviewed at appropriate intervals;
- E. A student who was enrolled in a public kindergarten in another state and was promoted to first grade may enroll in first grade; and
- F. All exceptional placements are to be reported to the Superintendent.

The Superintendent shall promulgate regulations/procedures to implement this policy.

Legal Reference: 20-A MRSA § 5201
Cross Reference: IKE - Promotion, and Retention of Students
JFAA - Admission of Resident Students
JFAB – Admission of Non-Resident Students

Adopted: March 24, 2010
Reviewed: January 23, 2013

**ASSIGNMENT OF STUDENTS TO CLASSES:
TRANSFER STUDENTS AND HOME SCHOOLING STUDENTS**

The principal of the school in which a transfer or formerly home-schooled student is enrolling will be responsible for assigning the incoming student to a class or grade.

The principal shall be responsible for determining the value of the student's prior educational experience toward meeting the content standards of the Learning Results in conformance with the school unit's Local Assessment System and applicable Board policies. In assessing the value of the student's prior educational experience, the principal may consider performance on standardized tests, academic records, portfolios, projects, writing samples, performances, and other evidence of achievement consistent with the Local Assessment System. The school unit may require an incoming student to participate in tests or other assessments to aid in this determination. For incoming high school students, tests or assessments may be required to determine whether a student has met course prerequisites or credit requirements for graduation. In addition, such tests and assessments may be used to determine when instructional intervention may be appropriate.

The principal/designee may meet with the student's parents and, as appropriate, with the guidance counselor, special services director, and/or other professional staff before making a class/grade assignment decision. A parent/guardian or eligible student who is dissatisfied with the principal's class/grade decision or with the principal's evaluation of the student's prior educational experience may appeal to the Superintendent whose decision shall be final.

Legal Reference: Ch. 127 §§ 5.03, 6.02, 7.02(A)(5) (Me. Dept. of Ed. Rules)

Adopted: March 24, 2010

Reviewed: January 23, 2013

RELEASE TIME FOR RELIGIOUS INSTRUCTION

Absence of a student during school hours for religious education outside the school grounds will be allowed provided that the student's parent/guardian submits a written request to the school Principal and that the instruction meets the following requirements:

- A. The religious instruction must be under the sponsorship of a recognized, duly constituted religious body or group. Students must be registered for the course and a copy of the registration filed with the Principal of the student's school, who may from time to time request student's attendance reports from the course's sponsors.
- B. Absence for religious instruction may not exceed one hour per week at a time set by school system authorities.

As much as possible, all students in the same school who are permitted to attend religious instruction will be released during the same hour.

Legal Reference: 20 MRSA § 1224-A

Adopted: March 24, 2010

Reviewed: January 23, 2013

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. There must be sufficient educational or financial benefits to the school and/or students to justify the fundraising activity.
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 shall be voluntary.
5. The activity must 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 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.

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

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

ADVERTISING IN THE SCHOOLS

The Board of Directors believes that, in general, product advertising and/or endorsement is to be discouraged in the schools. The Board has an obligation to assure that students, who are required by law to attend, are not subjected to commercial messages of any kind without careful analysis of the benefits and risks that pertain in each instance. Since the issue of advertising in the schools can be attended by strong opinions, the Board may seek comments and recommendations from the administration, the professional teaching staff and the community prior to considering any form of advertising in schools, on school grounds or on school buses.

The Board is opposed in principle to accepting any programming, equipment or services that are offered only on the basis of mandatory exposure of students to product advertising. The Board recognizes, however, that in some instances product names, logos or advertising may be acceptable when the programming, equipment or services can be clearly shown to be of significant benefit to the school program.

The Board reserves the right to consider requests for advertising in the schools, on school grounds or on school buses on a case-by-case basis, except that:

- A. Brand specific advertising of food or beverages is prohibited in school buildings, on school grounds or on school buses except for food and beverages meeting standards for sale or distribution on school grounds in accordance with Department of Education rules. For the purpose of this paragraph, “advertising” does not include advertising on broadcast media or in print media such as newspapers and magazines, clothing with brand images worn on school grounds or advertising on product packaging.
- B. Consistent with its efforts to promote a tobacco, alcohol and drug-free environment, the Board will not agree to displays of advertising in school buildings, on school grounds or on school buses for tobacco products, alcoholic beverages, drugs (including prescription and over the counter medications), performance enhancing substances or dietary supplements.

Legal Reference: 20-A M.R.S.A. § 6662
Me. Dept. of Ed. Rule Ch.51

Cross Reference: EFE – Competitive Food Sales – Sales of Foods in Competition with the School Food Services Program

Adopted: August 25, 2010
Reviewed: April 24, 2013