



TO: Candy deCsipkes, Naomi Ledbetter
FROM: Cynthia Alexander
DATE: October 31, 2
RE: Policy Review – November 3, 2017 Meeting

The Policy Sub-Committee is scheduled to meet on Friday, November 3, 2017 from 8:30 – 10:00 a.m. at the RSU5 Central Office.

Agenda

Review/Revise the following policies/procedures:

EBCF	Automated External Defibrillators (AEDs)
GAB	Job Description
GCK	Professional Staff Assignments and Transfers
GCQC	Resignation of School Unit Employees
GCQCA	School Unit Employee References
GCQCA-E	Authorization to Disclose Information/Release of Claims/Indemnity
EEBB	Use of Private Vehicles on School Business

Regional School Unit No. 5

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AUTOMATED EXTERNAL DEFIBRILLATORS (AED'S)

The Board of Directors recognizes that from time to time medical emergencies may arise that warrant the use of an automated external defibrillator (AED). The RSU No. 5 School Department may acquire one or more AED's for use in its schools and at school athletic events.

The Superintendent shall be responsible for developing, in consultation with the school physician or other qualified expert and in accordance with the manufacturers' instructions, protocols for the use, storage, location, testing, and maintenance of the school unit's AEDs and for identification of school personnel who should be trained in the use of an AED.

Although the Board authorizes the acquisition of AEDs, it cannot and does not guarantee that an AED or a person trained in its use will be available at any particular school site or school-sponsored event.

Legal Reference: 14 MRSA § 164
 20-A MRSA § 4009
 22 MRSA § 2150-C

Cross Reference: EBCA – Crisis Response Plan
 JLCE – First Aid and Emergency Medical Care

Adopted: April 28, 2010
Reviewed: December 14, 2011

JOB DESCRIPTIONS

In order for the school unit to function most efficiently and effectively, the duties and responsibilities for each position, along with the criteria (skills, knowledge and abilities) required to perform those duties, shall be set forth in written job descriptions.

The Superintendent is responsible for job description development, as well as review/revision as warranted. Development, reassessment and revision of job descriptions shall include input from people affected by the position to ensure that the information contained is relevant to the position.

Legal Reference: Title 20A MRSA, Sec. 1001.13

Adopted: June 9, 2010
Reviewed: February 29, 2012

PROFESSIONAL STAFF ASSIGNMENTS AND TRANSFERS

The basic consideration in the assignment of professional personnel will be the needs of students and the instructional program. However, faculty satisfaction with assignments may be expected to have a significant impact on the morale of the professional staff and the effectiveness of the total educational program.

Therefore, it will be the policy of the RSU No. 5 Board of Directors that personnel be assigned on the basis of their qualifications, the needs of the school unit, and their expressed desires. When it is not possible to meet all of these conditions, an employee will be assigned first in accordance with school system needs and where the administration feels the employee is most qualified to serve, and second, regarding the preference of the employee.

Care will be exercised by the Superintendent and other unit administrators to assure that the school is well staffed with effective teachers.

Within the school, a Principal will have the right to assign classes and courses, provided this is done with full regard to the teacher's area of certification and Board policies. He/she will also recommend to the Superintendent assignments to any extra-pay positions in his/her school.

A transfer, reassignment, or special assignment may be requested by any employee, which will be given due consideration in accordance with the provisions of this policy.

Adopted: June 9, 2010
Reviewed: March 28, 2011

RESIGNATION OF SCHOOL UNIT EMPLOYEES

The RSU No. 5 Board of Directors authorizes the Superintendent to accept all employee resignations. Such acceptance shall be effective immediately upon acceptance by the Superintendent. Acceptance shall be confirmed in writing to the employee. The resignation and its acceptance should be reported as information to the Board at the next regular or special meeting.

Cross Reference: GCQCA - School Unit Employee References

Adopted: June 9, 2010
Reviewed: March 28, 2012

SCHOOL UNIT EMPLOYEE REFERENCES

The RSU No. 5 Board of Directors recognizes that sharing of accurate information about current and former district employees with prospective employers is generally in the best interest of the District and other school districts as well as employees seeking new employment, but that such disclosures may be restricted by state confidentiality laws and liability concerns. Authorized District supervisors may respond to reference inquiries concerning District employees or former employees who are seeking employment elsewhere as provided in this policy.

The Superintendent and other persons designated by the Superintendent are authorized to provide written or oral references concerning a current or former District employee only if the employee has signed the Authorization to Disclosure Information/release of Claims/Indemnity document attached to this policy. If no such Authorization has been executed, the District shall disclose only "directory information" as defined in 20-A MRSA Section 6101. The original signed Authorization shall be retained permanently in the employee's personnel file.

If the Authorization is revoked in writing by the employee, no further references, apart from directory information, shall be provided with respect to the employee, and both the written revocation and the Authorization shall be retained in the personnel file.

This policy shall apply to both professional and non-professional school unit employees.

Legal Reference: 20-A MRSA Section 6101
 26 MRSA Section 598

Cross Reference: GCQC - Resignation of School Unit Employees

Adopted: June 9, 2010
Reviewed: March 28, 2012

AUTHORIZATION TO DISCLOSE INFORMATION/RELEASE OF CLAIMS/INDEMNITY

I, _____, hereby request and authorize RSU No. 5 and its past, present, and future school boards, school board members, employees, and agents, both in their individual and official capacities, (hereinafter separately and collectively referred to as the "District") to provide any information which is directly or indirectly related to my employment and the termination of my employment with RSU No. 5, including without limitation information which would otherwise be confidential by statute, contract or otherwise, to anyone making an inquiry regarding my seeking employment. Such information may include facts or opinions about my performance, character, conduct, both at and apart from school activities, and my suitability for various employment positions. The District may provide such information in response to either oral or written requests and may rely on the oral representation of the person requesting information that I am seeking employment. I understand and agree that the District is not required to either notify me when it provides such information or review such information with me and that it does not plan on doing so.

In consideration for the District providing such information, I, for myself, my heirs, successors, assigns, and personal representatives, expressly waive and release the District from any and all claims, including without limitation claims for defamation, emotional distress, invasion of privacy, violations of constitutional rights, violations of statutes or interference with contractual relations (and including claims based on or alleging negligence) which in any way arise out of the District providing the information described above, and I also agree to indemnify and hold harmless the District from any and all expenses, including without limitation reasonable attorneys' fees which the District may incur as a result of any such claims by me or others. This is not a mutual release; it does not operate as a release of any present or future claims of the District against me.

This authorization/release/indemnity shall remain in effect until receipt by RSU No. 5 of a written revocation from me.

I HAVE CAREFULLY READ AND CONSIDERED THIS DOCUMENT BEFORE SIGNING.

Signature

Date

Adopted: June 9, 2010
Reviewed: March 28, 2012

USE OF PRIVATE VEHICLES ON SCHOOL BUSINESS

The Board of Directors recognizes the need for some school employees to use their ~~own~~ privately owned motor vehicles for school purposes either regularly or occasionally.

Privately owned vehicles may be used for student transportation when, in the opinion of the building principal and with the written approval of the Superintendent, this is the most practical or only possible method of transportation.

To safeguard ~~the District~~ RSU No. 5 employees and students in matters of liability, the following policy will be observed.

- A. Prior to use of a private vehicle for school purposes, the employee must have the written permission of the Superintendent/designee.
 1. This permission may be in the form of a standing permit for employees who use their own ~~cars~~ vehicles regularly for school purposes. The permit will state the particular purpose and whether it includes transportation of students.
 2. For all special trips involving students, e.g., including field trips, a special permit must be obtained in advance for the specific trip.
- B. No student may be sent on school errands with his/her own vehicle, an employee's -owned vehicle, or a school-owned vehicle.
- C. ~~School activities and field trips~~ Field trip and other off-campus school-sponsored activity transportation will be made by school bus whenever practicable.
- ~~D.~~ The Superintendent may approve the use of private vehicles in situations in which budget or schedule restrictions make it prohibitive or impractical.
- D. For student trips made in private vehicles, the owners must be properly licensed and carry a minimum liability insurance of \$100,000/\$300,000; minimum property damage ~~insurance~~ of \$50,000; and minimal medical coverage of \$5,000. Proof of current license and insurance will be required.
- E. A Maine driving record check will be conducted on all prospective drivers. In the interest of safety, a prospective driver may be disqualified based on a review of information contained in the record.
- F. The vehicle must ~~display~~ have a current registration inspection and display a current registration inspection stickers.

The vehicle must have sufficient seat belts for the driver and each of the other persons being transported.

- G. No employee may transport students for school purposes without prior authorization by the Superintendent/designee.
- H. No student will be allowed to ~~drive or~~ transport other students on field work trips or ~~out of district for other~~ school-sponsored activities. This does not include students driving each other to and from school or to and from extra or co-curricular activities within RSU No. 5.
- I. Parents will be informed whenever private vehicles will be used to transport their child(ren) for a field trip or other school purposes that are out of district including sports and will be required to sign a permission form in advance.

~~The Superintendent is authorized to develop procedures for student use of vehicles and the transport of other students for activities beyond field work.~~

PRIVATELY OWNED VEHICLES

The above provisions apply to the use of private vehicles transporting students to or from school-sponsored events or activities or using a private vehicle for other school purposes.

In the event of an accident, the driver's liability insurance will be the primary coverage.

The school will not be responsible for any accident or injury arising from a parent's transportation of his/her own child(ren) to or from a school sponsored event or activity. Students are expected to travel by school-provided transportation when available.

DELEGATION OF RESPONSIBILITY

The Superintendent/designee will be responsible for developing administrative procedures, including those for accident reporting, and application, permit, permission and/or other forms, to implement this policy.

Cross Reference: IJOA – School Volunteers

Adopted: April 28, 2010

Reviewed: January 25, 2012

Revised: _____