



TO: Candy deCsipkes, Naomi Ledbetter

FROM: Cynthia Alexander

DATE: August 31, 2017

RE: Policy Review – September 8, 2017 Meeting

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

Agenda

Review/Revise the following policies/procedures:

1. EEBB – Use of Private Vehicles on School Business
2. BBBA – Board of Directors Member Qualifications
3. IJOC – School Volunteers
4. JKE – Expulsion of Students
5. JKE-R – Expulsion Guidelines
6. KF – Community Use of School Facilities

Review the following policies that will go to the Board on September 13, 2017:

1. IK – Student Achievement / Evaluation of Student Achievement
2. IKC – Transcripts and Academic Achievement
3. IKE – Promotion, Retention and Acceleration of Students

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.
- I. Parents will be informed whenever private vehicles will be used to transport their child(ren) for a field trip or other school purposes 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: _____

BOARD OF DIRECTORS MEMBER QUALIFICATIONS

A person is legally qualified to become a member of the Board of Directors if he/she is a United States citizen, a resident of the State of Maine, a qualified voter in the community or ward thereof by and from which he/she is elected and at least 18 years of age.

Elections shall be nonpartisan. Candidates' qualifications, residency requirements and proper nomination procedures shall be the same as for candidates for city or town council.

No member of the Board of Directors or spouse shall be an employee in any public school within the system.

Legal Reference: 30-A MRSA § 2526
 20-A MRSA § 1002.2

Adopted: October 28, 2009
Reviewed: January 26, 2011
Reviewed: December 18, 2013

SCHOOL VOLUNTEERS

The Board of Directors recognizes that community members can provide valuable services to the schools by sharing their time, talents and experience. An effective volunteer program allows students to benefit from individual attention, provides enrichment opportunities that supplement the regular educational program, allows teachers to focus on teaching and learning by relieving them of non-teaching tasks, provides interested community members an opportunity to become directly involved with education, and strengthens the relationship between school and community.

The Board approves the use of volunteers to support the school system's instructional programs and extracurricular activities. The Board adopts this policy to provide direction for the school system's volunteer program.

For the purpose of this policy, a volunteer is a person who provides services, without compensation or benefits of any kind or amount, on an occasional or regular basis in the schools or in school activities.

All volunteers shall be at least 18 years of age unless their volunteer work is part of a class, is done to fulfill a service learning or community service requirement for graduation, or is done by a recognized student organization.

Volunteers may provide assistance by:

- A. Tutoring students on a one-to-one or small group basis, or assisting with classroom projects under the direct supervision of the classroom teacher;
- B. Using their special musical, artistic or other talents to provide enrichment experiences and extend student learning;
- C. Reading to children;
- D. Playing instructional games;
- E. Providing services in libraries, lunchrooms and playgrounds;
- F. Accompanying students in field work;
- G. Assisting teachers in assembling instructional materials; and
- H. Assisting in school plays, music programs and other extracurricular activities.

Volunteers serve under the direction and supervision of the building principal or designated staff. When volunteers work with children, their activities will be under the direct and immediate supervision of the classroom teacher, coach, activity adviser, or other designated employee.

Approval, assignment, continuation, or termination of volunteers shall be at the discretion of the building principal.

Staff must have their use of volunteers approved in advance by the building principal/designee. Volunteers will only be assigned to staff who request them.

Volunteers are expected to abide by all Board policies, procedures and school rules when performing their assigned responsibilities. The building principal or designated staff shall make volunteers aware of applicable policies, procedures, and rules before they undertake their first assignment through a volunteer orientation, volunteer handbook, or other means.

Volunteers should perform only those tasks that have been assigned.

Volunteers will not have access to confidential information in student records except as allowed by federal or state law or regulations and will be responsible for maintaining confidentiality regarding information seen or heard while working as a volunteer.

Persons interested in volunteering time or services should contact the building Principal or designated staff. Prospective volunteers will be required to complete a written application with approval at the discretion of the building Principal. The Superintendent will be responsible for developing a screening protocol for use by the building principal prior to approving volunteers.

Volunteers may not transport students in private vehicles except as allowed by Board policy.

The school unit will provide liability insurance protection for volunteers while performing assigned services.

The Superintendent will be responsible for devising a method for evaluating the effectiveness of the volunteer program on an on-going basis.

The Board will recognize volunteer service on an annual basis. The Building principal or designated staff will be responsible for appropriate school recognition of volunteers.

Legal Reference: 20-A M.R.S.A. § 1002

Cross Reference: EEAG - Student Transportation in Private Vehicles
IJOA - Field Study and Expeditions

Adopted: February 24, 2010
Reviewed: December 12, 2012

EXPULSION OF STUDENTS

No student shall be expelled from school except by action of the Board. Following a proper investigation of a student's behavior and due process proceedings conducted in accordance with 20-A MRSA § 1001(8)(A), the Board shall expel the student, if found necessary for the peace and usefulness of the school, as provided in 20-A MRSA § 1001(9) and (9A)

The Board also has the authority to readmit an expelled student on satisfactory evidence that the behavior which was the cause of the student being expelled will not likely recur.

Notice of Expulsion Hearing

Before any expulsion hearing, the Superintendent shall:

- A. Provide written notice, by regular and certified mail, to the parents/guardians and the student informing them of:
 - 1. The date, time and location of the hearing;
 - 2. A description of the incident(s) that resulted in the expulsion hearing;
 - 3. The student's and parents/guardians' right to review the school's records prior to the hearing;
 - 4. A description of the hearing process, including the student's right to present and cross-examine witnesses and his/her right to an attorney or other representation; and
 - 5. An explanation of the consequences of an expulsion.
- B. Invite the parents/guardians and the student to a meeting prior to the expulsion hearing to discuss the procedures of the hearing.

Expulsion Hearing

The hearing shall be in a properly called executive session and may also be attended by persons designated by the Superintendent to present information in the case.

Upon making a decision to expel a student, the Board may:

- A. Expel the student for a specific period of time not to exceed the total number of instructional days approved by the Board for the current year;
or

- B. Expel the student for an unspecified period of time and authorize the Superintendent to provide the expelled student with a reentry plan, to be developed in accordance with 20-A MRSA § 1001(9-C), specifying the conditions that must be met in order for the student to be readmitted to school after the expulsion.

After the expulsion hearing, the Board shall provide written notice of its decision to the parents/guardians and the student by certified mail.

Nothing in this policy shall prevent the Board from providing educational services in an alternative setting to a student who has been expelled.

Legal Reference: 20-A MRSA § 1001 (8-A), (9), (9A-9D)
1 MRSA § 405(6)(B)

Cross Reference: JKE-R – Expulsion of Students - Guidelines
JICIA – Weapons, Violence, and School Safety
JK – Student Discipline
JKD – Suspension of Students
JKF – Disciplinary Removal of Students with Disabilities

Adopted: March 24, 2010
Revised: November 28, 2012

EXPULSION GUIDELINES

I. EXPULSION HEARING AND REENTRY GUIDELINES

The following steps constitute general guidelines for the conduct of an expulsion hearing. The guidelines may be adjusted to meet the flexible requirements of due process on a case-by-case basis, consistent with applicable laws.

A. Procedures for Conduct of Board Hearing to Expel

1. Any discussion, consideration or hearing by the School Board of suspension or expulsion of a student shall be in executive session.
2. The Board shall be in a public meeting and vote to enter executive session. Executive session requires a 3/5 affirmative vote of the members present and voting, and the vote must be recorded.
3. The parents/legal guardians, the student and legal counsel or other representative (if any) must be present for the hearing, except that the hearing may go forward if the parents/guardians and student have been provided prior written notice and failed to appear for the hearing.

B. Executive Session

1. General Rules of Conduct

- A. The hearing officer (Board Chair/designee or Board attorney) will conduct the hearing.
- B. Witnesses shall be sequestered in response to a request by either party.
- C. The hearing officer will state “no irrelevant or repetitious evidence will be allowed and no debate between the parties will be allowed.”
- D. The hearing officer will state that “all parties are expected to maintain the confidentiality of the proceeding.”
- E. The Board and student (at his/her own expense) may be represented by legal counsel through each stage of the process.

II. PROCEDURES

A. The hearing officer will state for the record:

- Date of this hearing;
- Place of hearing;

- Time of hearing;
 - Name of student;
 - Those in attendance for the administration;
 - Those in attendance for the student; and
 - Those in attendance for the School Board.
- B. The hearing officer will request from the Superintendent a copy of the hearing notice, read the hearing notice to the Board and include the notice in the record. If no person appears at the hearing on behalf of the parents/legal guardians or student, the hearing officer will request that the Superintendent confirm that the parents/guardians and student were provided notice of the hearing.
- C. The Superintendent/designee, hereafter called “the administration,” will make an opening statement that includes an overview of the evidence, his/her recommendation, the reason(s) for the recommendation, and the legal basis for the recommended expulsion.
- D. The hearing officer will inform the student and parents/legal guardians of their rights:
- To hear the evidence;
 - To cross examine witnesses; and
 - To present witnesses and offer other relevant evidence.
- E. The hearing officer will ask if any member of the Board finds him/herself in a possible conflict of interest situation because he/she knows the student or parents/guardians to such an extent, or has knowledge of the facts to such an extent, that he/she could not impartially hear the facts and decide the issue on its merits.
- F. All witnesses shall be sworn in by the hearing officer. Each witness raises his/her right hand and is asked, “Do you solemnly affirm to tell the truth, the whole truth and nothing but the truth?”
- G. The administration calls its witnesses.
- H. After each witness has answered all questions put by the administration, then the student/designee (hereinafter, the student) may cross-examine. This should be limited to questions and not arguments with the witness.
- I. The administration may ask rebuttal questions after the student finishes questioning.
- J. Members of the Board may ask questions at the conclusion of the rebuttal.
- K. The student may then call his/her own witnesses to testify, and the student may testify. All witnesses will be sworn. The administration may cross-examine

witnesses. The student may ask rebuttal questions. After the rebuttal questions, the Board may ask questions.

- L. When all the student's witnesses have completed testimony (including the student), the administration may call additional rebuttal witnesses who may be cross-examined.
- M. At the end of the testimony, the administration shall make a statement which should include its recommendations. The same may then be done by/for the student.
- N. The Board should then deliberate in executive session. The Superintendent, Board attorney, administration, the student charged, his/her parents/legal guardians, and the student's legal counsel may remain for deliberations. If the student and representatives elect not to be present during deliberations, the administration will also be excluded from deliberations, except that the Superintendent may remain to provide guidance to the Board if he/she was not directly involved in the investigation/presentation of evidence.
- O. The Board shall discuss whether the charges are more likely than not supported by the evidence presented. The Board may discuss and/or draft proposed finding of fact(s) concerning the charges prior to leaving the executive session.
- P. If the charges are more likely than not supported, the Board shall discuss whether an expulsion shall be for a specified period of time or for an indefinite period.
- Q. The Board shall then leave executive session.

III. PUBLIC SESSIONS

- A. In public session, a member of the Board may make a motion to "expel a student and direct the Superintendent to provide the student and his/her parents/guardians with the Board's findings of fact(s)." Following a second, the Board Chair should state the motion and the Board should vote. If no motion is made to expel, the student will return to school at the conclusion of the previously-imposed administrative suspension.

If the student is expelled, a member of the Board shall make a motion as to whether the expulsion shall be for a specified period of time or for an indefinite period. If the expulsion is for an indefinite period, the Board may authorize the Superintendent to develop a reentry plan for the student as described in Section II below.

- B. The Superintendent is responsible for notifying the parents/legal guardians (and the student) of the Board's decision.

IV. REENTRY PLAN GUIDELINES

If the Board expels a student for an indefinite period of time and authorizes the Superintendent to develop a reentry plan, the following steps are required by law.

- A. The Superintendent/designee shall develop the reentry plan in consultation with the student and his/her parents/legal guardians to provide guidance that helps the student understand what he/she must do to establish satisfactory evidence that the behavior that resulted in the expulsion will not likely recur.
- B. The Superintendent/designee shall send a certified letter or hand-deliver a letter to the parents/legal guardians of the student, giving the date, time and location of a meeting to develop a reentry plan.
- C. If the student and the student's parents/legal guardians do not attend the meeting, the reentry plan must be developed by the Superintendent/ designee.
- D. The reentry plan may require the student to take reasonable measures determined by the Superintendent that will help establish the student's readiness to return to school. Professional services determined to be necessary by the Superintendent must be provided at the expense of the student's parent/legal guardians and/or the student. (See policy JKF for requirements related to students with disabilities.)
- E. The reentry plan must be provided to the parents/legal guardians and the student.
- F. The Superintendent shall designate an appropriate school employee to review the student's progress with the reentry plan at one month, three months and six months after the initial reentry plan meeting, and at other times as determined necessary by the designated employee, in consultation with the Superintendent.

Legal Reference: 20-A MRSA §§ 1001 (8A), (9C)

Cross Reference: JKF – Disciplinary Removals of Students With Disabilities

Adopted: March 24, 2010

Revised: November 28, 2012

COMMUNITY USE OF SCHOOL FACILITIES

DEFINITION: "School Facilities" are buildings and grounds, parking lots, playing fields and fixed equipment.

It is the Board of Director's desire that the local taxpayers who provide the school facility should be able to obtain maximum use of the facilities, to the extent consistent with the primary educational function of the school. It is intended that community uses for educational, recreational, social, civic, philanthropic and like purposes be approved by the administration, in accordance with this policy, the implementing regulations, and a fee schedule approved annually by this Board.

The Superintendent is responsible to develop administrative regulations which provide for: timely applications; uses which do not interfere with educational or extracurricular programs of the public school students; preference to local, not-for-profit organizations; and the acceptance of appropriate responsibility and liability.

These factors are to further guide community use:

- A. A certificate of insurance shall be required as appropriate to the particular use;
- B. No alcoholic beverages may be brought onto school property at any time;
- C. Tobacco use shall not be allowed on school property;
- D. School facilities may not be used for any illegal purposes;
- E. Community adults and children are free to use outdoor grounds and facilities outside the school day for recreation whenever not otherwise scheduled. However, formal approval of buildings and grounds use will only be granted to recognized organizations and groups;
- F. Any approval of the use of school facilities is to require the signing of a Facility Use Agreement setting forth the conditions of use;
- G. Application for use is to be made through RSU No. 5 Recreation & Community Education; and
- H. Repeat use may be denied to any group, which has not demonstrated appropriate conduct and care.

Facility use may be granted without rental charge, as follows:

- A. Not-for-profit educational, recreational, cultural and fraternal organizations having a significant number of members who are community residents;

- B. Not-for-profit groups which present programs that are designed to be educationally, recreationally or culturally beneficial to local citizens; and
- C. Municipal-sponsored groups and organizations.

Other groups shall pay rent (in advance) on a multi- increment scale, which reflects highest amounts for groups engaging in a profit-making enterprise on school grounds.

The following may be requested of any group:

- A. Reimbursement for incidental expenses (utilities, etc.);
- B. A deposit with the application, refundable after leaving the facility in satisfactory condition;
- C. Reimbursement for property damage and any cleaning and repair costs;
- D. Reimbursement for custodian or other staff costs when necessary to the use of the facility; and
- E. Fees for rental of equipment.

Adopted: August 25, 2010

Reviewed: April 24, 2013

DEFINITION: "School Facilities" are buildings and grounds, parking lots, playing fields and fixed or movable equipment.

It is the Board of Director's desire that the local taxpayers who provide the school facility should be able to obtain maximum use of the facilities, to the extent consistent with the primary educational function of the school. It is intended that community uses for educational, recreational, social, civic, philanthropic and like purposes be approved by the administration, in accordance with this policy, the implementing regulations, and a fee schedule approve annually by this Board.

The Superintendent is responsible to develop administrative regulations which provide for: timely applications; uses which do not interfere with educational or extracurricular programs of the public school students; preference to local, not-for-profit organizations; and the acceptance of appropriate responsibility and liability.

The policies, procedures and any fees referred to herein apply to all RSU5 facilities with the exception of the Freeport Performing Arts Center and the Joan Benoit Samuelson Track and Field. For policies, procedures and fees related to the FPAC, please see KF-R1 Guidelines for the FPAC, and KF-R2 Guidelines for School Use of the FPAC. For policies and procedures related to the Track and Field, please see the Guidelines for the Use of the Joan Benoit-Samuelson Track and Field.

These factors are to further guide community use:

- I. Groups that use School Facilities may be characterized as follows:
 - a. RSU5 school curricular-related activities and events;
 - b. RSU5 Board of Director's sanctioned co-curricular and extra-curricular activities;
 - c. RSU5 Board of Director's sanctioned activities of Community Programs;
 - d. School-related organizations, such as booster groups or parent-teacher associations;
 - e. Municipal-sponsored groups and organizations from within Durham, Freeport or Pownal;
 - f. RSU5 based non-profit organizations. Such groups are considered town-based if greater than 75% of members are RSU5 residents.
 - i. Community youth groups
 - ii. Community adult groups
 - g. Non-RSU5 based non-profit groups
 - i. Youth groups
 - ii. Adult groups
 - h. Commercial, profit-making activities
- II. Availability of Facilities and Scheduling

- a. Use of RSU5 School Facilities beyond the end of the school day shall be at the sole discretion of RSU5 Community Programs in conjunction with the Superintendent. Use may be denied when groups cannot meet the requirements set forth in the policy or when it is not in the interests of RSU5 to offer these spaces or facilities for public or private use.
- b. Application for use of School Facilities is to be made through RSU5 Community Programs.
- c. In order to attain the highest and best use of the facilities, consideration may be given to the following factors:
 - i. Intended use; length of use; number of participants served; length of time since reservation of space has been approved; building-based programs; RSU5-based programs; curricular versus extra- or co-curricular use; history/longevity of user within the space; other factors as deemed necessary for consideration.
- d. Application will ideally be submitted a minimum of twenty working days in advance.
- e. A master schedule of all events scheduled in all of the School Facilities will be maintained by RSU5 Community Programs and made available to district administrators.
- f. Community adults and children are free to use outdoor grounds and facilities outside the school day for recreation whenever not otherwise scheduled. However, formal approval of buildings and grounds use will only be granted to recognized organizations and groups.
- g. Repeat use may be denied to any group that has not demonstrated appropriate conduct and care.

III. Use of Facilities for School-Sponsored Activities

- a. The use of any facility by a school activity or directly related co-curricular activity is dependent upon faculty advisorship. Each activity shall have a faculty advisor present and in attendance during all building/facility uses. The advisor is responsible for preserving order and compliance with the provisions for facility use as outlined within this policy or related form KF-R. The advisor shall be responsible for controlling and restricting entry and exit to one entrance during rehearsals and other activities. The advisor shall provide for unlocking and locking of doors as necessary. The participants shall be required by the advisor to remain in the immediate area for which he/she has received prior permission to use.
- b. Athletic events and extracurricular activities shall be planned, executed and controlled by the appropriate principal, athletic director, coaches or appropriate approved school personnel.

IV. Use of Facilities for All Groups

- a. Insurance: Any non-RSU5 group requesting to use a facility must provide proof of insurance naming Regional School Unit No. 5 as additional insured in an amount deemed appropriate to the particular use. The superintendent or his/her designee has the sole right to determine the amount of insurance for each event;
- b. No Alcohol: No alcoholic beverages may be brought onto school property at any time;
- c. No Tobacco: Tobacco use shall not be allowed on school property;
- d. Illegal uses: School facilities may not be used for any illegal purposes;
- e. Billing: RSU5 Community Programs will bill Applicants at the appropriate rate. Payment of charges will be forwarded promptly after receipt of billings, in any case no later than 30 days;
- f. Use of Special Equipment: A minimum of one-week advance notice shall be given for any special equipment required. Additional charges may apply;
- g. Use of Electrical Equipment: Approved school personnel shall supervise or control all electrical arrangements and use of equipment;
- h. Use of Technology: A member of the technology staff shall be consulted to determine the availability of technology;
- i. Preserving Order: Applicant is responsible for preserving order and shall detail in advance supervisory plans for school authorities, which retain final authority. Police security will be provided and arranged for by Applicant at Applicant's expense when required by the school administration and/or by state/local regulations;
- j. Staff Member Present: A staff member must be present during the entire time the facilities are in use. The building administrator and RSU5 Community Programs must approve any exception to this rule in advance. No keys will be provided; instead, building must be secured and opened by a staff member. If the facility is being used during a time when no such staff is present, the applicant will assume all expenses related to the costs of having staff present;
- k. Kitchen facilities may not be used for non-school purposes unless approved by the Director of Nutrition. A member of the kitchen staff will be on duty for supervisory purposes and any expense involved must be paid by the user in addition to any other charges;
- l. Gambling: Gambling on school property is prohibited unless allowed as an approved, legal, fundraiser (i.e. casino nights, fifty-fifty raffles and bingo) for school or community booster groups. Such activities must be approved by the superintendent (or his/her designee);
- m. Weapons/Flames: The use of weapons, open flames or other incendiary special effects is prohibited at all facilities unless approved in advance by the superintendent (or his/her designee).

- n. Animals on Premises: Individuals seeking to bring animals into school facilities shall follow RSU5 Board policy on Service Animals in Schools, IMGA;
- o. Loss or damage: Any non-RSU5 group shall assume liability for the loss or damage of articles brought to the facility and any damage to the building, grounds or equipment that may occur during use;
- p. School furnishings or fixtures may be moved only with prior approval. It is the responsibility of the user to restore the facility to its original condition or to pay custodial staff for this service;
- q. Responsible party: The individual whose signature appears on the facility use form application will be considered the person responsible for supervision of the facility requested. He/she will also be responsible for the safety and wellbeing of all people at the facility. In the case of non-RSU5 users, he/she will also be the contact to resolve disputes related to any damages inflicted on the facility or equipment during the permitted time period;
- r. Cancellations: The superintendent, or his/her designee, has sole authority to determine whether the facilities should be closed for reasons of public safety. Notification will be made as soon as possible. Contracts in force for periods during which the school is closed for reasons of public safety are cancelled automatically without penalty to either party. However, every effort will be made to reschedule any cancelled event to a mutually acceptable date. If the user finds it necessary to cancel an event, RSU5 Community Programs must be notified at least 24 hours prior to the event. If no notice is received, the person or group renting the space will pay the costs of any expenses incurred.
- s. Hold Harmless: Any individual or group utilizing RSU5 School Facilities for any purpose (including non-permitted walk-on use) agrees to save, indemnify and hold harmless Regional School Unit No. 5 and all its employees, RSU5 Board of Directors and all of its members, and RSU5 Community Programs and all of its employees or designees, from and against, any and all liabilities, actions, courses of action and damages arising out of any negligent or tortuous acts on the part of the facilities' applicant, applicants' employees or agents, and from any and all fines, suits, claims, demands and actions of any kind or nature of any and all persons by virtue of or arising from the use of said facilities, equipment, or activity participation. It is also important to note that participation in recreational and athletic activities can cause bodily injury, sickness, disease, or death or injury to or destruction of tangible property, including the loss or use thereof. Therefore, all of the aforementioned groups and individuals shall also be held harmless from and against all claims, damages, losses, and expenses, just or unjust, including but not limited to costs of defense, including attorney's fees arising out of or resulting from the performance of any facility use agreement.

V. Rental and Other Fees

- a. Rental Fees. Users shall pay rent on a multi-increment scale that reflects highest amounts for groups engaging in a profit-making enterprise on school grounds, as shown on School Building Facilities Rate Chart, Procedure KF-R, and RSU5 Field/Grounds Rate Chart, Procedure KF-R1.
- b. User Fees.
 - i. Custodial fees and other staff costs will be charged when necessary to the use of the facility for users as shown on Procedure KF-R and/or KF-R1.
 - ii. Equipment use fees will be charged as deemed appropriate. Requests for the use of equipment must be made to RSU5 Community Programs at least 10 working days prior to the requested date. Not all equipment is available for public use.
 - iii. To the extent feasible, the hours during which school facilities are used shall coincide with the hours during which custodians are on regularly scheduled duty. To the extent after-hour use results in overtime pay for custodians or other staff, additional costs will be the permitted user's expense. Custodial services may include set-up, breakdown, locking/unlocking doors, and general maintenance.
 - iv. A regular RSU5 food services worker shall be required when renting any school kitchen facility. Associated costs shall be charged at the existing contract rate, and overtime may be assessed as appropriate.
- c. Regional educational organizations that are led by RSU5 staff members may be granted waivers from room use fees provided that no expenses are incurred by RSU5 as a result of the use of the facilities and no fee is collected from participants to attend the meeting or event. Such waivers must be requested in writing to RSU5 Community Programs prior to the event.

STUDENT ACHIEVEMENT/EVALUATION OF STUDENT ACHIEVEMENT

Effective evaluation of student achievement is essential to the instructional process, the certification of student progress towards meeting the content standards of the system of Learning Results, the tracking of progress toward individual and district learning goals, and communication between schools and parents. ~~The evaluation of student learning and achievement is based on the recognition that students have different abilities, learning styles, cultural backgrounds, and developmental rates and levels.~~ Evaluation of student achievement provides staff with information important to assessing students' individual educational needs, identifying learning problems and areas in which remediation is required, assessing teaching strategies, and providing appropriate instruction. Sharing of information among parents, staff, and students is an integral part of the evaluation process.

The RSU No. 5 local assessment system will use multiple assessments, both informal and formal, at the classroom, school, and district levels to evaluate each student's performance and to monitor his/her progress toward meeting the content standards and the Guiding Principles of the Learning Results. Assessments over the course of each school year shall include formats that allow students to demonstrate in different ways what they know and are able to do. Students should have multiple opportunities to practice, apply, and demonstrate their knowledge and skills.

Individual classroom assessments may include but are not limited to student tests, quizzes, reports, presentations, laboratory work, writing samples, teacher observations, portfolio constructions, and student self-assessments.

School and district assessments will include "common assessments" designed to provide consistent evaluation and reporting of student knowledge and skills in the same content areas across same-grade classrooms within the school and same grade classrooms and grade spans within the district. ~~Common assessments are those that are usually designed by teams of professional staff teaching the same content areas, administered to all students, employ common scoring rubrics, and use multiple measures including but not limited to tests, performances, presentations, writing samples, and research projects.~~

Large-scale assessments will include: ~~the MEA administered in grades 5 and 8 for science; NECAP, administered in grades 3-8 reading and math, in grades 5 and 8 writing; and MHSA in grade 11 in reading, writing, math and science each of which are~~ assessments required for the purpose of determining Adequate Yearly Progress (AYP) under the ~~No Child Left Behind Act (NCLB)~~ Every Student Succeeds Act (ESSA), and may include other nationally normed standardized achievement tests such as NWEA.

~~Although all measures of student achievement will "count" toward certifying achievement of the content standards of the Learning Results and for making decisions concerning assignment to grade levels, neither the NECAP, MEA, MHSA or a commercially produced test may be the only measure of student achievement.~~

~~Standardized tests shall be used in accordance with the Local Assessment System.~~

~~A.~~ Communicating Information Concerning Student Achievement

Teachers should provide students and parents with timely information concerning student performance and, if applicable, the need for the student to participate in remediation and/or additional instruction. ~~and replacement assessments.~~

~~Parents are encouraged to confer with their child's teacher when performance as measured by classroom assessments, common assessments, or standardized tests indicates a need for remediation or additional instruction. The conference should include discussion of the student's level of achievement, specific indications of the need for remediation, additional instruction and replacement assessments, and the schedule for the next set of content standard assessments.~~

Parents shall be informed at regular intervals of their child's academic progress through report cards or other digital or written means.

The principal/designee will provide written notification to students and parents by ~~the end of the third quarter~~ February 15 if the student may not advance to the next grade because he/she has not met the content standards of the Learning Results for the student's grade span and/or other reasons, or if the student may not qualify for a high school diploma because he/she has not met the required standards.

~~D.~~ Assessment Accommodations and Alternate Assessments

~~Assessment accommodations and alternate assessments will be provided for identified students in accordance with their Individual Education Plan (IEP), 504 Plan, or Limited English Proficiency Plan. Assessments completed with accommodations and alternate assessments completed will be maintained until such time as the student reaches the age of 21 or graduates from a postsecondary institution.~~

Legal Reference: 20-A M.R.S.A. § 6209
Ch. 127 (Me. Dept. of Ed. Rule)

Cross Reference: ADF – School System Commitment to Learning Results
IKAB – Report Cards/Progress Reports
IKE – Promotion and Retention of Students
IKF – Graduation Requirements
ILA – Student Assessment/Local Assessment System
Maine Department of Education LAS (Local Assessment System) Guide, March 2004

Adopted: February 24, 2010
Reviewed: December 12, 2012
Revised:

ACADEMIC ACHIEVEMENT TRANSCRIPTS AND ACADEMIC ACHIEVEMENT

~~The RSU No. 5 believe that every student should choose a course of study best suited for their ability and aspirations, should be encouraged to do his or her best work in all courses, and through their effort, should achieve the best learning possible. Importantly, it is the policy of RSU No. 5 that all students striving for and achieving at high levels should be recognized for their effort and achievement.~~

The purpose of a high school transcript is to provide a comprehensive and accurate view of a student's academic record and achievements in a manner that can be understood by post-secondary institutions, prospective employers and other audiences with an interest in a student's proficiency and accomplishments.

In order to recognize and reward all levels of academic success, RSU No. 5 shall outline predefined thresholds which provide every student an opportunity to strive for a high level of academic success, excellence and recognition irrespective of the comparable achievements of their fellow students.

To recognize and report such achievement, the policy of the Board is as follows:

- A. Freeport High School will calculate an accumulated grade point average (GPA) for all courses completed by a student at Freeport High School.
- B. All courses completed and graded will be assigned equal weight regardless of subject matter or degree of difficulty.
- C. Courses graded pass/fail will not be included in the calculation of a student's GPA.
- D. For transfer students or students receiving credits with prior permission from other institutions, letter or numerical grades may be received. These grades will be ~~interpolated~~ interpreted by the Guidance Department in a standard manner to fairly transfer grades from grading systems different from Freeport High School's.
- E. All GPAs will be recalculated at the end of each semester for use by the Guidance Department and will be added to student transcripts, which will be made available to third parties, on request by students or parents.
- F. For the Classes of 2018-2020, Freeport High School will publish a quarterly grade-based honor roll identifying those students who have achieved at least a grade of "B" in all courses taken for the quarter, and, in the same manner, Freeport High School will publish a quarterly grade-based High Honor Roll identifying those students who have achieved at least a grade of "A" in all courses taken for the quarter.

For Classes of 2021 and Beyond,

Students will be recognized for their achievements in both academics and Habits of Work. Recognition for these accomplishments will be reported separately. Only Habits of Work will be recognized at the end of Quarter 1 and Quarter 3. At the end of semester 1 (January) and semester 2 (June), academic achievement will be reported, as well as, Habits of Work.

Academic Honor Roll:

Reported at end of semester 1 and semester 2

Students qualify in one of two categories:

- a. High Honors: All course grades are 3.75 or better.
- b. Honors: All course grades are 3.25 or higher.

Habits of Work:

Reported at the end of each quarter for Q1, Q2, Q3, & Q4

- a. High Honors: All course grades are 3.75 or better.
- b. Honors: All course grades are 3.25 or higher.

- G. Freeport High School will not use an accumulated GPA or any other method to determine a rank in class.
- H. No individual academic awards or recognitions at any level of study will be determined solely on the basis of GPA.
- I. For the Classes of 2018-2020, student academic achievements will be grouped within numerical bands and utilized to identify, report and reward individual accomplishments for purposes of graduation. These bands will include ~~three~~ four Honor Bands, which will identify those graduating seniors who at the end of the 7th semester have a Grade Point Average of:

84.5 to 88.4	Cum Laude
88.5 to 92.4	Magna Cum Laude
92.5 to 95.4	Summa Cum Laude
95.5 to 100	Summa Cum Laude with Distinction

For the Class of 2021 and beyond, students' academic achievements will be grouped within numerical bands and utilized to identify, report and reward individual accomplishments for purposes of graduation. These bands will include three honor bands, which will identify those graduating seniors who at the end of the 7th semester have a GPA of:

Summa Cum Laude (with highest honors): a minimum GPA of 3.75
Magna Cum Laude (with great honors): a minimum GPA of 3.50
Cum Laude (with honors): a minimum GPA of 3.25

Official transcripts issued by Freeport High School will include the following:

- The student's full name, date(s) of enrollment and date of graduation;
- Names of courses/learning experiences, content areas and cross-curricular skills, shown in full;
- The grade level/year in which each course/learning experience was completed and its duration (e.g., semester or full year);
- For the Classes of 2018-2020 numeric score proficiency levels for performance in the targeted standards associated with each of the eight content areas of the system of Learning Results;
- For the Classes of 2018-2020 proficiency levels for each of cross-curricular graduation standards, recorded in a separate section of the transcript.
- Names of courses/learning experiences, content areas and cross-curricular skills, shown in full;
- The student's proficiency-based GPA; and
- Significant academic honors and recognitions awarded.

The transcript may show other relevant non-private information.

Cross reference:

IKAB – Grading System/Reporting Student Proficiency
IKF – Graduation Requirements

Adopted: February 24, 2010
Reviewed: December 12, 2012
Revised:

PROMOTION, RETENTION AND ACCELERATION OF STUDENTS

~~It is the intent of the RSU5 Board of Directors that appropriate instruction be offered to all students in a progressive and sequential way. Therefore, the grade placement of each student will be made on an individual basis, understanding that the level of instruction at each grade is not a single level of instruction but rather a series of levels intended to meet the various needs of students assigned to that grade level.~~

It is the RSU No. 5 Board's intent to provide sequential instructional programming that provides equitable opportunity for students to acquire the knowledge and skills that will enable them to meet the content standards of the system of Learning Results at each grade level. The Board recognizes that at every grade level, there are differences among students in their intellectual, physical, social, and emotional development, and that individual students may be more proficient in some content areas of the Learning Results than in others. Students may also differ in their progress toward achieving the cross-curricular skills identified in the Guiding Principles of the Learning Results.

~~While most students will advance from one grade to another at the end of the academic year, some students may benefit from retention or acceleration. Decisions concerning promotion, retention or acceleration of a student should be consistent with the best educational interest of that student.~~

Decisions concerning promotion of a student should be consistent with the best educational interest of that student. While most students will advance from one grade to another at the end of the academic year, some students may on rare occasions benefit from retention or acceleration.

A. Criteria

The following criteria will be used in making decisions concerning promotion, retention and acceleration. Although all listed criteria may be considered in the decision-making process, because of the relationship between a student's achievement of the content standards of the system of Learning Results and his/her future success in school, more consideration shall be given to the criterion articulated in paragraph "1" below than to any other factors.

1. Achievement of the content standards of the Learning Results as demonstrated through classroom assessments, common assessments, standardized tests, portfolios, performances, exhibitions, projects and other elements of the ~~school~~ unit's RSU No. 5's local assessment system;
2. Achievement of cross-curricular skills associated with the Guiding Principles of the Learning Results.
3. Participation and success in remedial programs, tutoring, summer school, and/or other opportunities for success;
4. Potential benefit from repetition of a grade or learning experiences;

5. Potential for success if accelerated;
6. Attendance;
7. Social and emotional maturity;
8. Health;
9. Age in relation to grade placement;
10. Program options;
11. Student attitude; and
12. Parental concerns.

B. Retention

Parents should be notified as early as possible in the event that retention is being considered. Parents will be informed of the remediation options available to students such as tutoring, online/Internet-based resources, after-school programs, and summer school. Whenever possible, decisions concerning retention should be made through a conference involving parents, the student's teacher, the building principal, and, as appropriate, the guidance counselor, other professional staff, and/or consultants. Advancement to the next grade may be made conditional on successful remediation or demonstrated proficiency within a specified period of time.

The principal shall be responsible for making the final decision regarding retention. A parent who is dissatisfied with the principal's decision may appeal to the Superintendent. The Superintendent's decision shall be final. ~~If parents are still dissatisfied with the decision, they may appeal to the RSU Board, whose decision will be final.~~

C. Acceleration

Decisions regarding acceleration shall be made by the principal in consultation with the student's teacher(s), the Gifted and Talented Education Coordinator, and other professional staff or consultants, as appropriate. A parent who is dissatisfied with the principal's decision may appeal to the Superintendent. The Superintendent's decision shall be final. ~~If parents are still dissatisfied with the decision, they may appeal to the RSU Board, whose decision will be final.~~

D. High School Grade Level Assignment

For students ~~starting high school prior to the 2014-2015 school year~~, in the Classes of 2018-2020, grade level assignment will be determined by the guidance department, based on the number of credits earned prior to the beginning of the school year.

Beginning ~~January~~ July 1, 2018 ~~2020~~, demonstrated proficiency in the content standards of the system of Learning Results and in the cross-curricular standards skills identified in the Guiding Principles of the Learning Results, and successful completion of all other requirements specified in the Board's policy IKF (Graduation Requirements), will be required for a high school diploma. ~~Starting with the 2014-2015 school year, eCredits~~ will no longer be awarded or counted for graduation or other purposes.

High school grade level assignment will be determined by the guidance department, based on the number of learning experiences/courses completed prior to the beginning of the school year.

E. Transfer Students

For students who transfer into the school system from another state or educational program not required to meet the content standards of the system of Learning Results, the principal will determine the value of the student's prior educational experience for the purpose of grade placement or the fulfillment of credits.

Legal Reference: Ch. 127 (Me. Dept. of Ed. Rule)

Cross Reference: IK – Student Achievement
 IKAB – Report Cards/Progress Reports
 IKF – Graduation Requirements
 ILA – Student Assessment/Local Assessment System

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