Regional School Unit 5
Durham · Freeport · Pownal

"To inspire and support every learner by challenging minds, building character, sparking creativity, and nurturing passions."

Jean Skorapa, Superintendent of Schools
Kelly Wentworth, Director of Finance & Human Resources
Cynthia Alexander, Assistant Superintendent of Schools
Elisha Morris, Director of Instructional Support

TO: Colin Cheney, Candy deCsipkes, Kara Kaikini, Danielle George

CC: Trevor Bean

FROM: Cynthia Alexander

DATE: December 18, 2024

RE: Policy Meeting – January 3, 2025

The Policy Committee is scheduled to meet on January 3, 2025 at 8:45 a.m. via Zoom at the following link: https://networkmaine.zoom.us/j/88179232220 Meeting ID: 881 7923 2220 or join by telephone at 1-646-876-9923

Agenda:

1. Policy Review Cycle:
   - GCOA - Supervision and Evaluation of Professional Staff
   - IJOA - Field Trips and Other Student Travel
   - IJOC - School Volunteers
   - GCMA - Instructional Staff Planning Time

2. At Board/Superintendent Request:
   - None

3. Required Changes Based on Law:
   - None

SUPERVISION AND EVALUATION OF PROFESSIONAL STAFF

A well-planned and systematic program of supervision and evaluation of performance tied to educational outcomes is vital to the ongoing improvement of the instructional program. It is the Board's responsibility to ensure that sufficient administrative time and energy are expended to supervise (observe and assist) and evaluate (measure and assess) teachers. The evaluation program shall address all aspects of teaching performance and recognize that the fulfillment of student needs is of primary importance.

The Superintendent shall be responsible for the development, implementation and periodic review of a comprehensive program of supervision and evaluation, which shall be adopted by the Board. The program shall provide minimum standards for the number and frequency of formal performance reviews, with the understanding that probationary teachers require closer support and more frequent performance reviews. ~~Probationary teachers shall in any event be evaluated during, but not limited to, their second year of employment.~~ Probationary teachers shall in any event be evaluated at least once in each year of their probationary employment.

A. Criteria used for evaluation shall be in written form and made permanently available to the teacher;

B. Evaluations shall be made by an immediate supervisor/administrator, or by other person(s) designated by the Superintendent;

C. Results of the evaluations shall be put in writing and shall be discussed with the teacher;

D. The teacher being evaluated shall have the right to attach a memorandum to the written evaluation; and

E. Results of all evaluations shall be kept in confidential personnel files maintained at the Superintendent's office.

~~In accordance with Maine's Educator Effectiveness law (20-A MRSA § 13701-13706), by the end of the 2016-2017 school year, the school unit will have developed and piloted a performance evaluation and growth system, consistent with the requirements of applicable Department of Education rules, for full implementation in the 2017-2018 school year.~~

Evaluation will be done pursuant to the Performance Evaluation and Professional Growth system (PEPG) approved by the Board in accordance with Maine's Educator Effectiveness law (20-A MRSA § 13701-13706).

The performance evaluation and growth system must be approved by the Board.

In keeping with the Board's goal of employing the best qualified staff to provide quality education for all students, all teachers are expected to participate fully in the evaluation process, self-appraisal and continuous improvement of professional skills.

While supervision and evaluation policies and procedures are not negotiable in collective bargaining, the Superintendent is to seek appropriate involvement of staff in the development and periodic review of the supervision and evaluation program.

Legal Reference: 20-A MRSA §§ 1055, 13201; 13701-13706, 13802
Me. Dept. of Ed. Rule Ch. 125 §§ 4.02(E)(3), 8.08

Adopted: June 24, 2009
Revised: October 30, 2011
Revised: November 30, 2011
Revised: November 30, 2016

FIELD TRIPS AND OTHER STUDENT TRAVEL

The Board recognizes the educational value of school-sponsored trips as a means of extending the curriculum and as a vehicle for encouraging and supporting student participation in academic, artistic, and athletic activities, performances and competitions. In addition, some school-sponsored trips may provide social experiences and contribute to the development of a positive school culture.

This policy provides guidance for the various kinds of trips that may be sponsored by the RSU No. 5 schools.

Field Trips

"Field trip" means a trip that takes place during the school day and is organized and conducted by one or more RSU No. 5 employees as a means of accomplishing particular curriculum objectives. All students within the class or grade, or curriculum related subgroup within a class, will be eligible to participate.

Field trips must be approved in advance by the building principal.

Teachers and principals will be expected to consider the following factors in planning and approval of field trips:

A. Objectives of the proposed trip and the anticipated learning outcomes;

B. Specific learning activities to be experienced during the trip;

C. Suitability of the activity and distance traveled to the age of students;

D. Mode and availability of transportation, with school bus transportation arranged so as not to disrupt school bus schedules;

E. Arrangements for meals (if applicable);

F. Availability of funding for all necessary expenses through the school budget or other appropriate sources; and

G. Plans for communicating information to parents.

In addition the Board requires that:

A. Parents/guardians give written permission for field trip participation;

B. Adequate supervision be provided to maintain discipline and safety and to respond to emergencies;

C. Students participating in field trips conduct themselves in a manner consistent with Board policies and school rules; and

D. Any overnight curriculum-related trip must be approved by the Superintendent.

Competition Trips

"Competition trip" means any trip related to an academic, artistic, athletic, or other student competition or performance that involves individual students or teams. Any competition trip that is outside of those scheduled for the year must be approved in advance by the Superintendent. Approval may be contingent upon availability of funding through the school budget or other sources.

Other School-Sponsored Trips

Other school-sponsored trips are those that are organized and conducted by one or more employees of RSU No. 5 as a supplement to the curriculum, as a class social activity, or as an activity planned by a student club or organization. Such trips may include overnight, long-distance in-state or out-of-state travel, or foreign travel. To be school-sponsored, the trip must relate directly to the curriculum or to activities for which the student club is organized.

Participation in such trips is entirely voluntary. There shall be no extra credit awarded for participation and no loss of credit for not taking a trip.

Participation may be limited to students taking courses related to the purpose of the trip or to students who are affiliated with the student club or organization planning the trip.

The Superintendent must approve, in advance, any trips involving out-of-state travel and all overnight and foreign trips. Approval may be contingent upon availability of funding from the school budget and other sources, including student fundraising.

Staff or administrators seeking approval for school-sponsored trips must furnish the following information:

A. Objectives of the trip and anticipated outcomes;

B. Specific experiences to be provided;

C. Number and grade(s) of students;

D. Criteria for student participation;

E. Maximum number of students who may participate;

F. Cost per student, including funds requested from RSU No. 5 and from individual students;

G. Fundraising plans (if applicable);

H. Transportation arrangements;

I. Itinerary;

J. Arrangements for meals and lodging;

K. Arrangements for adult supervision/chaperons;

L. Plans for safety and emergencies;

M. Plans for communicating information to parents and obtaining parental permission; and

N. Accountability for student conduct.

Adequate supervision must be provided to maintain discipline and safety and to respond to emergencies.

Students participating in field trips and other school-sponsored trips must conduct themselves in a manner consistent with Board policies and school rules. Students who violate Board policy or school rules will be subject to disciplinary consequences.

Non-School-Sponsored Travel

Travel organized by RSU No. 5 employees, parents or others that is not an extension of the instructional program or school-sponsored activities and has not been approved as a school-sponsored trip in compliance with this policy will be considered a non-school-sponsored trip.

All responsibility for non-school-sponsored trips lies with the individual(s) or group(s) organizing them. The Board accepts no responsibility for non-school-sponsored trips, and organizers should be aware that such trips or excursions are not covered by the school unit's liability insurance.

To minimize the impact of these trips on the instructional program and operation of the schools, the Board strongly encourages organizers/sponsors to schedule non-school-sponsored trips during weekends and/or vacation periods. Staff members planning or participating in non-school-sponsored travel must notify the building principal of such plans. Student absences due to participation in non-school sponsored travel will be considered unexcused absences.

Instructional time may not be used to promote the trip or distribute materials. Individuals or groups who wish to use the schools for the purpose of publicizing trips or recruiting participants and parents/chaperones may do so in accordance with the Board's facilities use policy. Individuals or groups wishing to distribute promotional materials may do so only in accordance with Board policy. Non-school-sponsored trips must not be represented as school functions or as related to, or an extension of, the District's school unit's instructional, co-curricular or extracurricular programs.

It is the responsibility of any staff engaging in such trips or activities to notify the parents of prospective and participating students that this is not a school activity, but an independent

voluntary trip organized or lead by that teacher or staff member. To minimize any risk of misunderstanding, the following statement must be made in any informational meetings or materials promoting the trip:

"This trip is not approved or sponsored by the RSU No. 5 Board. It has not been reviewed, approved or endorsed by authorized RSU No. 5 administrators and it is not covered by any of RSU No.5's insurance policies."

Cross Reference: EEAG - Use of Private Vehicles or School Buses
KHB – Advertising in the Schools
KHC - Distribution/Posting of Non-School Materials
JEA – Compulsory Attendance
JEAA – Student Attendance

Adopted: February 24, 2010
Revised: April 27, 2011
Revised: January 25, 2017

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 designated administrator. 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 designated administrator.

Staff must have their use of volunteers approved in advance by the designated administrator. 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 designated administrator 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 designated administrator. Prospective volunteers will be required to complete a written application with approval at the discretion of the designated administrator. The Superintendent will be responsible for developing a screening protocol for use by the designated administrator 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 designated administrator 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~~
EEBB Use of Private Vehicles on School Business
IJOA - Field ~~Study and Expeditions~~ Trips and Other Student Travel

Adopted: February 24, 2010
Reviewed: December 12, 2012
Reviewed: September 27, 2017

INSTRUCTIONAL STAFF PLANNING TIME

The Board of Directors recognize that, as professionals, teachers are expected to devote to their assignments, the time necessary to meet their responsibilities. The Board of Directors further recognizes the importance of providing instructional staff with time during the work day to plan and prepare for student instruction. As part of this recognition, the Board of Directors will endeavor to provide instructional staff at all levels opportunities for planning time devoted to improving the quality of classroom instruction. The amount and frequency of planning time will be governed by availability of staff and district budget.

The Administration will employ a variety of measures in an attempt to provide these planning times. The Administration will also examine and strive to find ways to periodically provide joint planning time for teachers by grade level and content area.

This policy should not be interpreted to guarantee any one group or school with a set amount of planning time on any given day or week. Every attempt will be made to provide an equitable amount of planning time across grade levels and within buildings, whenever practical and possible.

Adopted: March 23, 2011
Reviewed: October 26, 2016