

RSU #63

- a. NEPN/NSBA Code: BEDB - R
b. Title: Agenda Format
c. Author: Board of Directors
d. Replaces Policy:
e. Date Approved: 09/24/2018 RSU #63
f. Previously Approved: ~~09/24/2018~~ 09/28/2015
g. Policy Expiration: Review as Needed
h. Responsible for Review: Board of Directors/Superintendent/Policy Committee
i. Date Reviewed: 04/04/2022 09/10/2018 Policy Committee
03/22/2022 Superintendent
j. Reference: 20-A MRSA § 1466 (RSU);
Cross Reference: ~~BE-Types of School Board Meetings;~~
BEA-School Board Meetings, Procedures, and By-Laws;
~~BEC-Executive Sessions;~~
~~BEC-R-Executive Session Law~~
k. Narrative:

I. The order of business at regular RSU #63 Board of Directors' (the Board)

II. meetings will be as follows:

A. Call meeting to order

B. Executive Sessions (if any) will be held at the start of the meeting. Public Session will be reconvened at a predetermined time.

C. Flag Salute/Moment of Silence

~~D. Executive Sessions (if any) will be held at the start of the meeting. Public Session will be reconvened at a predetermined time.~~

E. Approval of Previous Meeting's Minutes

F. Recognition and/or Awards of Students, Staff, and Others

G. Acceptance of Gifts/Donations

H. Presentation

I. Questions and Comments from the Public

J. Dates of Next Committee Meetings

- K. Budget and Finance**
- L. Superintendent's Report**
- M. Chair's Report**
- N. Acceptance of Committees', Administrators', Superintendent's and Board Chair's Reports**
- O. Old Business**
- P. New Business**
- Q. Personnel**
 - 1. Resignations/Retirements**
 - ~~2. Leaves~~**
 - 3. Elections**
 - 4. Appointments**
 - 5. Reassignments**
 - 6. Searches**
 - ~~7. Reassignments~~**
- R. Questions and Comments from the Public**
- S. Adjournment**
- II. A majority of Board Directors present may alter the order of business or items to be added or deleted from the agenda.**

RSU #63

- a. NEPN/NSBA Code: **JFCK**
- b. Title: **Student Use of Personal Electronic Devices at School Technology**
- c. Author:
- d. Replaces Policy:
- e. Date Approved: **09/25/2017** RSU #63
- f. Previously Approved: **09/25/2017** 04/27/2015
- g. Policy Expiration: **Review as Needed**
- h. Responsible for Review: **Policy Committee**
- i. Date Reviewed: **04/04/2022** 09/12/2017 Policy Committee
- j. References: **IJNDB/IJNDB-R Student Use of School-Issued Computers/Devices and the Internet
JIH – Questioning and Searches of Students
JIC – System-wide Student Code of Conduct
JICIA – Weapons, Violence and School Safety
JICK – Bullying and Cyberbullying in Schools**
- k. Narrative:

The RSU #63 Board of Directors (the Board) recognizes that many students possess cellular telephones and other electronic devices. These devices may not be used at school or during school activities in any manner that disrupts the educational process or violates Board policies or school rules. The district is not responsible for damage, loss or theft of such devices. The Superintendent is authorized to develop, with input from administrators, any school rules necessary to implement this policy.

- I. Students are prohibited from using personal electronic devices, including but not limited to cell phones, smartphones, tablets, MP3 players, and electronic games during classes and school activities, including study halls, field trips, and co-curricular/extracurricular activities.
- II. Students may use personal electronic devices while traveling for school activities to the extent allowed by bus drivers or employees chaperoning trips.
- III. During **the school day**, ~~classes and school activities~~, all such devices **(including cell phones)** must be turned off **and stowed away**. ~~The only~~ **Exceptions** to this rule ~~is~~ **are**:
 - A. **When a teacher specifically authorizes students to use personal electronic devices for a specific purpose (such as entering an assignment in a device).**
 - B. **When a staff member gives permission to a student to use their cell phone to call a parent/guardian.**
- IV. ~~If this rule is violated, the teacher will immediately confiscate the device for the remainder of the school day. Discipline may also be imposed as provided below~~ **described in Section VII.**

- ~~A. Exclusion of the device from school for an extended period;~~
- ~~B. Sanctions ranging from detention to expulsion from school, depending upon the nature of the offense and the student's disciplinary record~~
- ~~IV. Students may use personal electronic devices between class periods and during lunch periods. Devices must be kept off or silenced to avoid disrupting others.~~
- V. The use of cameras or the camera/video function on any device is strictly prohibited in locker rooms, restrooms and classrooms. In other school locations, students are required to obtain permission **(from a staff member and from the individual(s) being photographed or videoed)** before photographing or taking videos of any individual. Students are also required to obtain prior permission before posting any photos or videos of **the** individuals taken at school on social media or elsewhere.
- VI. Any use of personal electronic devices that violates any Board policy, administrative procedure, or school rule is strictly prohibited. In addition, accessing, viewing, submitting, forwarding, downloading or displaying any materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, bullying, and/or illegal is prohibited.
- VII. Student cell phones and other electronic devices may be subject to search if there is reasonable suspicion that a student is violating Board policies, procedures or school rules, **state or federal law**, or engaging in other misconduct. School administrators may confiscate electronic devices for as long as necessary to complete their investigation. **Parents/guardians will be informed of the search as policy/law permits.**
- VIII. Students violating these rules will be subject to discipline, which may include:
 - A. Loss of the device for the remainder of the school day.**
 - B. Exclusion of the device from school for an extended period;
 - C. Sanctions ranging from detention to expulsion from school, depending upon the nature of the offense and the student's disciplinary record

RSU #63

- a. **NEPN/NSBA Code:** **JLCB**
- b. **Title:** **Immunization of Students**
- c. **Author:**
- d. **Replaces Policy:**
- e. **Date Approved:** **05/22/2017 RSU #63**
- f. **Previously Approved:** **05/27/2017 05/05/2003**
- g. **Policy Expiration:** **Review as Needed**
- h. **Responsible for Review:** **Superintendent & Policy Committee**
- i. **Date Reviewed:** **03/22/2022 05/01/2017 Superintendent**
04/04/2022 05/01/2017 Policy Committee
- j. **References:** **20-A MRSA § 6352-6359**
Chapter 126 (ME. Dept. of Ed. Rules)
Cross Reference: JLCC – Communicable/Infectious Diseases
JRA – Student Educational Records

k. Narrative:

The RSU 63 Board of Directors (the Board) intends that students within **RSU #63 (the District)** will comply with Maine law regarding student immunization.

- I. All students who enroll in ~~RSU 63~~ **the District** are required by Maine law to present a certificate of immunization or evidence of immunization or immunity against poliomyelitis, diphtheria, pertussis (whooping cough), varicella (chicken pox), tetanus, measles, mumps, and rubella.
 - A. **Students entering 7th grade also require:**
 - 1. **One dose of Tetanus/Diphtheria/Pertussis (Tdap).**
 - 2. **One dose of meningococcal vaccine MCV4.**
 - B. **Students entering 12th grade are required to have received two doses of MCV4. The first dose will have been received on or after the 11th birthday, the second dose will have been received on or after the 16th birthday, at least eight weeks after the first dose.**
- II. Non-immunized students will not be permitted to attend school or school activities unless one of the following conditions is met:
 - A. The parents/guardian provides to the school written assurance ~~that~~ the child will be immunized within 90 days of enrolling in school or ~~his/her~~ **their** first attendance in classes, whichever date is earlier. This option is available only once to each student during ~~his/her~~ **their** school career; or
 - B. The parents/guardian provides a physician's/health provider's written statement that immunization against one or more diseases may be medically inadvisable (as defined by law/regulation); ~~or~~
 - C. ~~The parents/guardian state in writing each year that immunization is contrary to their sincere religious belief or for philosophical reasons.~~

NOTE: With the enactment of L.D. 798, “An Act to Protect Maine Children and Students from Preventable Diseases by Repealing Certain Exemption from the Laws Governing Immunization Requirements” in 2019, exemption based on religious or philosophical beliefs was removed effective September 1, 2021. There is one exception: a student covered by an IEP who elected religious or philosophical exemption prior to September 1, 2021 may continue to attend school under the existing exemption so long as the parent/guardian or the student, if 18 years of age or older, provides a statement from a licensed physician, nurse practitioner, or physician assistant that they have consulted with the parent/guardian or student and has made the parent/guardian or student aware of the risks and benefits associated with the choice to immunize.

- III.** The Superintendent or ~~his/her~~ designee will exclude any non-immunized student when there is a clear danger to the health of others as provided by law.
- IV.** The Superintendent or ~~his/her~~ designee is directed to develop such administrative procedures as are necessary to carry out this policy and comply with statutory requirements.

RSU #63

a. NEPN/NSBA Code:	GDQC
b. Title:	Retirement Cash Out Benefit for Long-term, Hourly Employee, Support Staff
c. Author:	Board of Directors
d. Replaces Policy:	NEW
e. Date Approved:	<u>06/22/15</u> RSU #63
f. Previously Approved:	06/22/2015 NEW
g. Policy Expiration:	Review as Needed
h. Responsible for Review:	Board of Directors/Policy Committee
i. Date Reviewed:	04/04/2022 06/01/2015 Policy Committee
j. References:	
k. Narrative:	

The purpose of this policy is to allow retiring long-term, hourly employee, support staff to be able to cash out a certain amount of accrued sick leave, if available, at the time of their retirement.

- I. Eligible support staff employees are those who have continuously worked for **RSU #63** (the **District**) for a minimum of twenty-five (25) years or longer, are not under contract, and have accrued at least ~~one hundred (100)~~ **fifty (50)** days of sick leave as of their date of retirement. Qualifying for "Continuous employment" ~~shall~~ **will** not be impacted by authorized, temporary leave that falls under the Family Medical Leave Act (FMLA) or short periods for excused absences authorized by the Superintendent.
- II. Eligible support staff ~~shall~~ **will** be able to cash out accrued sick leave at their daily compensation (wages only) rate in accordance with the following formula:
 - A. Twenty-five (25) years of continuous employment = twenty (20) days
 - B. ~~—and Plus two (2) days~~ **one (1) day** per year thereafter
 - C. **To a maximum of thirty (30) days at thirty (30) years of continuous employment.**
- III. The cash-out benefit ~~shall~~ **will** be **paid within 30 days of retirement.** ~~due and payable on June 30 of the same fiscal year (July 1-June 30) in which the employee retires. For example, if the employee retires December 30, 2015, the cash out benefit shall will be paid on June 30, 2016. If the employee retires October 15, 2015, the cash out benefit shall will be paid on June 30, 2016. If the employee retires May 1, 2015, the cash out benefit shall will be paid on June 30, 2015.~~
- IV. Payment ~~shall~~ **will** be in one lump sum and ~~shall~~ **will** be payable to the retiring employee directly.

RSU #63

- a. NEPN/NSBA Code: **IKAB**
- b. Title: **Report Cards/Progress Reports**
- c. Author: **Curriculum Committee**
- d. Replaces Policy:
- e. Date Approved: **06/22/2015 RSU #63**
- f. Previously Approved: **06/22/2015 08/22/2005**
- g. Policy Expiration: **Review as Needed**
- h. Responsible for Review: **Curriculum Committee**
- i. Date Reviewed: **5/13/2015 (CC) & 04/04/2022 6/01/2015 (Policy Committee)**
- j. References: **Policies IK Student Achievement/Evaluation, IKE Promotion, Retention, and Acceleration, ILA Student Assessment/Local Assessment System**
- k. Narrative:
 - I. The Superintendent will be responsible for ensuring the development of a system for communicating information regarding student achievement and academic progress to students and parents. This system ~~shall~~ **will** be approved by the **RSU #63 Board of Directors (the Board)**. Within this system, grades, proficiency levels, performance notations, narratives, and other forms of reporting, should be understandable to parents. Information should indicate how the student is progressing relative to achievement of the content standards of the Learning Results, as well as performance in specific courses or content areas.
 - II. As a component of the system, a report card will be issued for each student at regular intervals (at the end of each trimester), which are to be reviewed and signed by the student's parent/guardian.
 - III. Interim progress reports indicating deficiency, a need for remedial intervention, or improvement in performance may be issued at any time.

RSU #63

- a. NEPN/NSBA Code: **ILD**
- b. Title: **Educational Research of Student Surveys, Analysis, or Evaluations**
- c. Author: **Curriculum Committee**
- d. Replaces Policy:
- e. Date Approved: 06/22/2015 **RSU #63**
- f. Previously Approved: **06/22/2015** ~~11/01/2004~~
- g. Policy Expiration: **Review as Needed**
- h. Responsible for Review: ~~Curriculum Committee~~
- i. Date Reviewed: ~~May 13, 2015 (CC) &~~
04/04/2022 June 1, 2015 (Policy Committee)
- j. References: **20 U.S.C. § 1232(h); Policies JRA, JRA-E, JRA-R**

k. Narrative:

- I. In this policy, “surveys, analyses, or evaluations” refer to methods of gathering data for research purposes.
- II. No student shall ~~shall~~ **will** be required, as part of any program wholly or partially funded by the U.S. Department of Education, to submit to any survey, analyses, or evaluation that reveals information concerning:
 - A. Political affiliations or beliefs of the student or the student’s parent.
 - B. Mental or psychological problems of the student or the student’s family.
 - C. Sex behavior or attitudes.
 - D. Illegal, anti-social, self-incriminating, or demeaning behavior.
 - E. Critical appraisals of other individuals with whom respondents have close family relationships.
 - F. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, or ministers.
 - G. Religious practices, affiliations, or beliefs of the student or student’s parents.
 - H. Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program without the prior written consent of the student’s parent/guardian.
- III. All instructional materials, including teachers’ manuals, ~~films, tapes,~~ **video, audio recording,** or other supplementary material that will be used in connection with any such

survey, analysis, or evaluation ~~shall~~ **will** be available upon request for inspection by the student's parent/guardian. For the purpose of this policy, "instructional material" does not include academic tests or assessments.

- IV. A parent/guardian may inspect, upon request, a survey created by a third party before the survey is administered or distributed to a student.
- V. The Superintendent/designee will be responsible for implementing any procedures necessary to protect the privacy of participating students and to provide parents with access to surveys within a reasonable time before administration or distribution.
- VI. The school unit will notify parents of this policy at least annually at the beginning of the school year and within a reasonable time of any substantive change ~~annually at the beginning of the school year~~ when surveys, analyses, or evaluations are scheduled or anticipated. Parents ~~shall~~ **will** have the opportunity to opt their child out of participation in any survey, analysis, or evaluation.