

**\*note: formatting corrected on 4/11/23, some roman numerals have changed\***

**RSU #63**

- a. **NEPN/NSBA Code:** **BGB**  
b. **Title:** **Policy Adoption**  
c. **Author:**  
d. **Replaces Policy:**  
e. **Date Approved:** 10/28/2019 **RSU #63**  
f. **Previously Approved:** 10/28/2019 ~~04/03/2017~~  
g. **Policy Expiration:** **Review as Needed**  
h. **Responsible for Review:** **Board of Directors/Policy Committee**  
i. **Date Reviewed:** 09/09/2019 **Policy Committee**  
j. **References:**  
k. **Narrative:**
- I.** Policies will not be added, changed, or rescinded unless the addition, change, or rescission is recommended by the Policy Committee, scheduled on the agenda of a regular meeting of the RSU #63 Board of Directors (the Board), and approved by a majority of the Board members present.
- II.** Any Policy action to be considered by the Board will be identified by proper NEPN/NSBA Code Number and Title, and listed on a specified meeting's agenda during which it is to be considered. The Board's actions/decisions will likewise be noted in the meeting's Minutes.
- III.** Any Policy submitted to the Board for consideration as a new policy, or one to be changed or rescinded, will be presented to the Board prior to the meeting date in time for them to read and be ready to discuss and act upon it. Discussion may take place on the substance of the policy proposal. A vote will be held to acknowledge the first (or subsequent) readings of the policy, and recorded in the Minutes of that Board meeting.
- IV.** Proposed new Policies, or revisions to existing Policies, will normally be subject to one reading prior to approval. Approval after the First Reading is subject to the following prerequisites:
- A.** The policy must be available to all Directors and the public for review ~~seven (7) calendar days~~ **forty-eight (48) hours** prior to the First Reading. This may be accomplished by electronic delivery in the case of the Directors, and by website posting in the case of the public.
- B.** No Director(s) requests a Second Reading.
- C.** There are no revisions or corrections to be made to the policy at the First Reading. Simple corrections, i.e., spelling, punctuation, grammar, etc. will be corrected by the Policy Chair or designee and will not require a Second Reading by the Board.

**DRAFT, 1<sup>st</sup> Review Policy Committee 04/10/23**

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Should these prerequisites not be met, the policy will be set for a Second Reading prior to a vote on approval.

- V. If any revisions or corrections are needed following the First Reading, the Policy will be returned to the Policy Committee where it will be re-written/corrected as directed by the Board. The Policy Committee will return the policy to the Board at the next or subsequent meeting for a Second Reading and action. Amendments may be introduced and acted upon. This may be repeated until there is a majority agreement for approval or an agreement to set the Policy aside.

- VI. All policies are posted on the RSU #63 website.

- ~~VII. Upon approval, policies/revisions/rescissions will be disseminated to all Policy Binder Holders, other interested parties, and posted on the district's website. Policy Binder Holders include:~~

- ~~A. — Holden School (in Principals' Office)~~
- ~~B. — Holbrook School (in Principals' Office)~~
- ~~C. — Eddington School (in Principals' Office)~~
- ~~D. — Special Services Office~~
- ~~E. — Superintendent Office~~
- ~~F. — Transportation and Facilities Director Office~~
- ~~G. — Technology Director Office~~
- ~~H. — Business Manager Office~~
- ~~I. — Board Members who would like Policy Binder~~

- VI. Policies may reference associated issue reporting forms (i.e. Form JLF-E referenced within Policy JLF-Reporting Child Abuse & Neglect). Any referenced form attached to a policy is for information only. The Board's review/approval process is for the policy itself and not required for forms, which may change from time to time. The Superintendent is authorized to update any form as needed. ~~Copies of any revised form will be provided to Policy Binder Holders by the Superintendent in a timely manner, but do not need to go before the Board or be approved by the Board.~~

- a. **NEPN/NSBA Code:** JFBC  
b. **Title:** Secondary School Tuition  
c. **Author:** Superintendent/Policy Committee  
d. **Replaces Policy:**  
e. **Date Approved:** ~~02/28/2022~~ RSU 63  
f. **Previously Approved:** ~~02/28/2022~~ ~~01/27/2020~~  
g. **Policy Expiration:** Review as Needed  
h. **Responsible for Review:** Superintendent & Policy Committee  
i. **Date Reviewed:** ~~01/23/2022~~ Superintendent  
~~02/07/2022~~ Policy Committee  
j. **References:** 20-A M.R.S.A. § 5805, 5806, 5809, 5814  
20-A M.R.S.A. § 5205  
k. **Narrative:**

RSU #63 (the District) secondary students (Grades 9-12) may apply to any Maine Department of Education (MEDOE) approved high school at public expense.

- I.** Proof of guardianship and proof of residency in Clifton, Eddington, or Holden is required for the District to pay tuition to the approved high school.
- II.** A military-connected student whose parent is transferred or is pending transfer to the State while on active military duty pursuant to an official military order is considered a resident of the school administrative unit in which the address identified by the parent is located.
- A.** The District will accept applications by electronic means for enrollment of a military connected student.
- B.** The parent of a military-connected student will provide proof of residence in the school administrative unit within 10 days after the arrival date provided on the parent's official military order.
- C.** A military parent may identify any of the following as an address in the State for the purpose of this subsection:
- i. A temporary lodging facility on a military installation;
  - ii. A purchased or leased house or apartment; or
  - iii. Federal Government or public-private venture military housing.
- III.** In consideration for providing secondary education instruction, the District will pay the secondary student tuition as set forth by the MEDOE as per 20-A M.R.S.A. § 5805 subsections 1, 2, and 4; 5806 subsections 1, 2, and 3; and 5809. The District does not pay any additional tuition, costs, fees, room and board, etc. for any students.
- IV.** Regular school-day round-trip transportation will be provided by the District to its secondary school students attending area high schools on a case-by-case basis.  
Note: Currently the District transports to Bangor High School, Brewer High School, John Bapst Memorial High School, and Hampden Academy.

- V.** The RSU #63 Board of Directors (the Board) reserves the right to make changes regarding transportation of secondary school students.
- VI.** After 30 consecutive days unexcused absent from school, RSU 63 students will be declared unenrolled and tuition payment will no longer be made to the receiving high school. If the student returns to the same high school, tuition payment will resume. If the student transfers to another Maine Department of Education approved high school, tuition payment will be made to that receiving high school.

- a. NEPN/NSBA Code: GCQC
- b. Title: Exit Interview Opportunities for Resigning District Personnel  
Superintendent/ Policy Committee
- c. Author:
- d. Replaces Policy:
- e. Date Approved: 09/25/2017 RSU #63
- f. Previously Approved: 09/25/2017 09/28/2015
- g. Policy Expiration: Review as Needed
- h. Responsible for Review: Superintendent/Policy Committee
- i. Date Reviewed: 09/12/2017 Policy Committee  
09/12/2017 Superintendent
- j. References: MSMA samples
- k. Narrative:

In order to improve the mission and vision of the district, all employees of RSU #63 (the District) have the opportunity and are encouraged to participate in an exit interview and/or survey. These opportunities will be available to the employee prior to and after the date of resignation/or termination.

This policy is applicable to all employees who are leaving their position in the school system. It is voluntary; employees are not required to participate.

**I. The means of a voluntary Exit Interview include any or all of the following:**

- A.** The resigning employee may complete a confidential questionnaire available through the Office of the Superintendent. The Superintendent will review the completed questionnaire. If the completed questionnaire indicates the resignation was based on any employment issue, the Superintendent ~~may~~ **will** review the completed questionnaire with the ~~School~~ **RSU #63** Board of Directors (**the Board**) at the Board's next meeting.

The Confidential Questionnaire is attached and considered a part of this policy.

- B.** The resigning employee may participate in a personal exit interview with the Superintendent. The departing employee has the option of requesting a person of their choice be present.

Questions common to each exit interview will include, but are not limited to:

1. What did you like best about your job?
2. What did you like least about your job?
3. In what areas could the school system improve to retain quality personnel?
4. Would you recommend the District (or the department within the school system) as a place to work?

**II. The purpose of the exit interview will be:**

- A. To determine the specific reason(s) of the employee leaving,
- B. To provide an opportunity to review employment practices (working conditions, job content, induction, training, etc.),
- C. To strengthen and maintain good workplace relationships,
- D. To enable the school system to identify any trends requiring attention or any opportunities for improving the school's ability to respond to employee issues, and
- E. To provide an opportunity to thank people for their valuable service.

**III. Information from exit interview questionnaires will be analyzed by the Superintendent no less than bi-annually to determine trends that may need to be addressed. Periodically this information will be shared with designated members of the staff, and/or members of the administrative team, and/or the ~~RSU #63 Board of Directors~~ (the Board).**

**IV. An analysis of any actions or interventions taken during the year on the basis of exit interview feedback and any action the Superintendent or the Board feel are required in order to address any concerns or opportunities, which are identified through exit interview feedback, will be conducted.**

**V. All letters of resignation will be reported to the Board by the Superintendent.**

**VI. In the event that policies adopted by the Board are in conflict with then applicable Maine law, the provisions of the law will apply.**

**CONFIDENTIAL**

**RESIGNING EMPLOYEE EXIT QUESTIONNAIRE**

Name: \_\_\_\_\_

Contact Information: \_\_\_\_\_  
Mailing Address

Telephone #: \_\_\_\_\_ Position from which you are resigning: \_\_\_\_\_

Your original Hire Date: \_\_\_\_\_ Effective Resignation Date \_\_\_\_\_

Your Current Supervisor: \_\_\_\_\_

Please check the appropriate box to the following questions:

1. Have you been happy in your position: Yes / ☐ / No / ☐ Sometimes / ☐ Not recently / ☐

2. Reason(s) for resigning (check all that apply):

Moving / ☐ Have taken another position in another district / ☐ Compensation / ☐

Hostile Working environment / ☐ Do not feel valued / ☐ Retiring / ☐ Other / ☐

If you checked "Other", please explain: \_\_\_\_\_

\_\_\_\_\_

3. If you checked anything other than Moving or Retiring, please provide information. Feel free to use an attached sheet.

\_\_\_\_\_

4. Have you discussed the reasons for your resignation with your supervisor or another administrator? Yes / ☐ No / ☐

If "Yes," what was the result? \_\_\_\_\_

\_\_\_\_\_

5. In what areas could the District improve to recruit or retain quality personnel?

\_\_\_\_\_

6. Would you recommend the District as a place to work?

\_\_\_\_\_

Feel free to attach additional pages if you need more room for your answers to any of these questions.

**Please return the completed questionnaire to the Office of the Superintendent.**

**DRAFT, 1<sup>st</sup> Review Policy Committee 3/13/23**  
**DRAFT, 1<sup>st</sup> Reading Board Approved 4/03/23**  
**DRAFT, 2<sup>nd</sup> Review Policy Committee 4/10/23**  
**THANK YOU**



- a. **NEPN/NSBA Code:** EEA  
b. **Title:** Student Transportation  
c. **Author:** Director of Transportation  
d. **Replaces Policy:**  
e. **Date Approved:** 02/29/2016 RSU 63  
f. **Previously Approved:** 02/29/2016 05/05/2003  
g. **Policy Expiration:** Review as Needed  
h. **Responsible for Review:** Director of Transportation & Policy Committee  
i. **Date Reviewed:** 02/01/2016 Director of Transportation  
02/01/2016 Policy Committee  
j. **References:**

**Legal Reference:** 20-A M.R.S.A. § 5401  
**Cross Referenced Policies:** EEAE- Student and Rider Conduct on School Vehicles  
EB- Emergency School Closings/ Situations

**k. Narrative:**

The RSU 63 Board of Directors (the Board) is committed to safe, secure, and cost-efficient transportation of students.

- I. Consolidation of Bus Stops:** It is the intent of the Board to implement consolidation of bus stops in all areas with consideration being to the safety and well-being of students.
- II. Request for Bus Service:**
- A.** The Board establishes roads serviced by school buses. The safety and welfare of the passengers will be the primary factor in making decisions regarding new service(s). Factors such as the adequacy of bus turnarounds, snow plowing and sanding, existing and seasonal road conditions, and overall roadway character are to be taken into consideration. In the latter instance, standards listed for roadways in individual town subdivision ordinances serve as guidelines. Where such an ordinance does not exist, the Board will use the minimum listed standards of other RSU 63 towns.
- B.** Citizens wishing to have bus services on roads not already being served will be asked to submit a written request to the RSU 63 Director of Transportation, with a copy to the RSU 63 Superintendent of Schools. ~~The request will be placed on the agenda of the next Transportation/Facilities Committee meeting. The Committee will review the request, which may include inspecting the location. The Committee~~ **Superintendent** will make a recommendation to the Board for a vote.

**III. Approved School Bus Turnarounds:** School buses are only allowed to turn around in a town-owned or town-maintained public way unless the Director of Transportation has obtained written permission from the landowner prior to the bus utilizing the turnaround. From time to time, a bus may need to turn around in a non-designated area, but this will only be done in extreme cases, keeping in mind the safety of the students at all times.

**IV. Parking Points:**

A. To minimize the time that buses travel empty and to conserve fuel and operating time, the Director of Transportation will arrange bus routes to be in the proximity of the drivers' homes. Drivers may park their bus on a readily supervised site on their property, providing the bus is at least fifty (50) feet from center of the roadway.

B. If a bus route is further than one mile from a driver's home, the bus must be parked at the closest point to the route, either the driver's home or one of the following four locations to the route:

1. Eddington School,
2. Holden School,
3. Holbrook School, or
4. The RSU 63 bus garage

C. On a case-by-case basis, buses may be parked over-night outside the RSU 63 area with permission of the Director of Transportation.

V. RSU 63 will provide transportation to Brewer High School and John Bapst Memorial High School as they are the primary supplying schools for RSU 63. Other high schools frequently schools-utilized are Bangor High School and Hampden Academy. High School. ~~RSU 63 will provide transportation to these high schools providing students adhere to all schedules by the Board. Transportation to other high schools of choice may be provided depending on cost efficiency and Board approval.~~ Transportation to these and other high schools may be considered by the Board. depending on RSU 63 student enrollment.

VI. Only those days RSU 63 closes district schools due to inclement weather, bus services will not be provided to any school including those located in other school districts which may be open.

VII. When RSU 63 provides a transfer bus or buses, it will be at safe and centralized sites.