

**RSU 63**

- 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.

**RSU #63**

- a. **NEPN/NSBA Code:** GCQC
- b. **Title:** Exit Interview Opportunities for Resigning District Personnel
- c. **Author:** Superintendent/ Policy Committee
- 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** 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.**

THANK YOU

RSU 63

- 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
- j. References: 02/01/2016 Policy Committee

Legal Reference: 20-A M.R.S.A. § 5401

Cross Referenced Policies: EEAEC- Student and Rider Conduct on School Vehicles  
EB CD-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.

**RSU #63**

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| <b>a. NEPN/NSBA Code:</b>         | <b>IMDB</b>  |
| <b>b. Title:</b>                  | <b>Flag Displays</b>   |
| <b>c. Author:</b>                 |  |
| <b>d. Replaces Policy:</b>        |  |
| <b>e. Date Approved:</b>          | <u>02/27/2017</u> RSU #63  |
| <b>f. Previously Approved:</b>    | <u>02/27/2017</u> <u>08/22/2005</u>                                    |
| <b>g. Policy Expiration:</b>      | Review as Needed   |
| <b>h. Responsible for Review:</b> | Superintendent & Policy Committee                                      |
| <b>i. Date Reviewed:</b>          | <u>01/09/2017</u> Superintendent<br><u>01/09/2017</u> Policy Committee |
| <b>j. References:</b>             | 20-A MRSA Chaps. 1055(6), 4805   |

**k. Narrative:**

The RSU #63 Board of Directors (the Board) intends due respect be given to our national and state flags. In accordance with Maine state law, the United States and Maine flags will be displayed from RSU #63 (the District) school buildings every school day and on appropriate occasions. Further, the United States flag is to be displayed in every RSU 63 classroom for the pledge of allegiance.

- I. The Superintendent or ~~his/her~~ **their** designee is responsible for furnishing each school and facility accordingly, and to recommend to the Board an annual expenditure amount necessary to provide sufficient flags and flagstaffs. This amount is to be included in the annual Board-approved RSU #63 budget.
- II. It will be the duty of teaching personnel to educate students, by suitable references and observances:
  - A. the significance of the United States flag,
  - B. the cost, object and principles of our government, and the inestimable sacrifices made by the founders of our nation,
  - C. the important contribution made by all who have served in the armed services of our country since its inception, and
  - D. to love, honor, and respect the flag of our country.
- III. All RSU #63 support staff will demonstrate by both words and actions their support of the teaching provided students as reflected in Section II above.
- IV. The Pledge of Allegiance should be rendered by standing at attention, facing the flag, and saluting the same when the National Anthem is played. Citizens not in uniform salute by placing their right hand over the heart and those with a head cover should remove it and hold it in the right hand over the heart.

- V.** The national flag will be flown at half-staff in mourning for designated, principal government leaders and upon presidential or gubernatorial order. The process of displaying the national flag at half-staff is as follows:
  - A.** It must be first raised to full staff and then lowered to half-staff.
  - B.** When the period of mourning is over, or at the time of taking the flag down, the flag must be raised to full staff and then lowered to be removed.
- VI.** No other flag representing a state or organization may be flown higher than the national flag.
- VII.** The flag should never touch the ground or any other object, but should be received by waiting hands and arms when taking it down.
- VIII.** No other flags will be on display or remain on display unless it is pertinent to the current lesson or used for illustration.