

RSU #63

- a. NEPN/NSBA Code: IHBEA
- b. Title: LAU-Plan – English as a Second Language
- c. Author: Director of Special Services
- d. Replaces Policy:
- e. Date Approved: ~~03/28/2016~~ 03/28/2016 RSU #63
- f. Previously Approved: 03/28/2016 10/27/2014
- g. Policy Expiration: Review as Needed
- h. Responsible for Review: Director of Special Services & Policy Committee
- i. Date Reviewed: 09/12/2022 02/25/2016 Director of Special Services
09/12/2022 03/07/2016 Policy Committee
- j. References:
- Legal References: 42 U.S.C § 2000D (Title VI, Civil Rights Act of 1964)
20 U.S.C. § 6801 et seq.
Me. Dept. of Educ. Rule Ch. 127.02
~~Equal Education Opportunity Act of 1974,~~
~~U.S. Supreme Court Decision (Lau v, Nichols)~~
~~1974, No Child Left Behind Act (NCLB) Act of~~
~~2001~~
- ~~Cross Reference: Policy AC-Equal Opportunity/Non-~~
~~Discrimination & Affirmative Action~~

k. Narrative:

The RSU #63 Board of Directors (the Board) recognizes the need to provide a program for students who are English language learners in order to assure these students of equal educational opportunity.

To that end, the Superintendent will be responsible for developing and implementing a “Lau Plan” to meet the needs of students who are English language learners, including procedures for identification, assessment, programming, monitoring or progress, exit/reclassification, follow-up, and parent notification. A Language Assessment Committee will be appointed to assist in the coordination, oversight, and periodic review of the program.

The LAU Plan will be approved by the Board before it is submitted to the Maine Department of Education.

At the beginning of each school year, RSU #63 (the District) will notify parents/guardians of students identified for or participating in programs for English language learners about the instructional program and parent rights, as required by law. Parents will be regularly informed of their child’s progress. Whenever practicable, communications with parents will be in the language understood by the parents.

~~In compliance with cited references, it is RSU #63's (the District) policy to provide English as a Second Language (ESL) instruction to students with limited English proficiency, identified as an English Language Learner (ELL). For clarification purposes, ESL is the program and ELL is the student. Students must qualify for services according to established guidelines as outlined in the following plan.~~

~~Federal statutes require schools to ensure Limited English Proficient (LEP) students have equal access to a district's instructional programming. Districts must take action to see that students whose first language is not English are able to benefit from an education conducted in English. In addition, the NCLB Act of 2001 requires that all students be served. Access to the District's educational systems for LEP students must be at a level equivalent to that provided to students with English as their primary language.~~

~~It is the intention of the District to comply with federal and state laws prohibiting discrimination against students based on civil rights categories. The District shall ~~will~~ strive to provide a linguistically and culturally rich learning environment for its English language learners.~~

LANGUAGE ASSESSMENT COMMITTEE (LAC):

The LAC is responsible for coordinating and overseeing the educational program of each LEP student enrolled in the District. The LAC consists of the appropriate building administrator, the Director of Special Services, the district's ESL teacher or consultant, the classroom teacher, parents, and a translator, if necessary. In addition, other support staff, such as a guidance counselor, will be included when they are involved in the student's program.

The responsibilities of the LAC include:

- A. Using the information obtained during the student identification process, LEP students will be identified and the need for ESL services established. LEP students will be those who have a primary language other than English and are unable to participate effectively in school when English is the language of instruction.
- B. Developing an appropriate language support program and making decisions concerning academic accommodations for the classroom and standardized testing.
- C. Meeting annually, or more often as needed, to review student progress; recommend modifications to ESL services; or determine if the LEP student meets reclassification criteria.
 - 1. A designated person (administrator or ESL teacher) will take minutes at LAC meetings. Copies of those minutes will be sent to all participants. The language and format of the minutes will be understandable to the parents/guardians.
 - 2. Under the supervision of the Director of Special Services, the ESL teacher will be responsible for maintaining an ESL folder for each participating student. That folder shall ~~will~~ contain assessment results, minutes from LAC meetings, and parent correspondence.
 - 3. If a parent refuses direct ESL services, the parent shall ~~will~~ be required to document that refusal in writing. The parent's letter, or written statement, will be placed in the student's permanent record. An alternative support program will be developed for the LEP student.
- D. The LAC shall ~~will~~ make the determination when the student meets the requirements to exit the ESL program.
- E. The LAC will be responsible for monitoring the exited student for three ~~at least~~ ~~two~~ years after exiting the ESL program and for assessing the student's progress during that monitor period.

I. — STUDENT IDENTIFICATION PROCESS:

- ~~A. — All parents will complete the State of Maine Home Language Survey when registering a new student, including all kindergarten students.~~
- ~~B. — The ESL teacher or appropriate school administrator will review the surveys and identify those students whose first language is not English.~~
- ~~C. — The ESL teacher and the appropriate school administrator will meet informally with the parents or guardians to determine the educational background of the student and the English language experience of the child.~~
- ~~D. — Previous school records will be reviewed as soon as possible.~~
- ~~E. — A formal screening will be conducted by the ESL teacher or other qualified personnel using the ACCESS W-APT.~~
- F. — All ELL's are required to be identified within 30 days of enrollment from the beginning of the school year or within 2 weeks of enrollment during the school year and parents must be notified.**

III. — GRADE LEVEL PLACEMENT AND PROGRAMS:

- ~~A. — Before a permanent grade level placement is made for an ELL student, all pertinent background information should be reviewed. This includes the student's:~~
 - ~~1. — chronological age,~~
 - ~~2. — educational background,~~
 - ~~3. — language proficiency,~~
 - ~~4. — previous academic performance, and~~
 - ~~5. — special needs.~~
- ~~B. — Students will be placed in a grade-appropriate classroom, not according to their level of English language skills.~~
- ~~C. — The District will see the student is provided with a structured language program that meets both the ESL and the content area needs of the student.~~
 - ~~1. — The ESL program will be overseen by a qualified ESL teacher under the supervision of the Director of Special Services. The qualified ESL teacher will hold a current State of Maine teaching certificate with an ESL endorsement.~~

- ~~2. — Each student will be enrolled in the mainstream program and integrated into regular activities to the extent possible. Modifications and accommodations to the regular curriculum will be utilized in order to maximize language support for the student.~~
- ~~3. — The type and level of ESL services to be provided for the year will be determined by the LAC committee based on multiple criteria (refer to IV Assessment). Length of ESL instructional time will be determined by the needs of the student.~~
- ~~4. — A schedule of services will be arranged at appropriate times for the student by the ESL teacher and the classroom teacher.~~
- ~~5. — ESL services may include instructional sessions outside of the regular classroom (pull out), in-class assistance and instruction, sheltered content instructions, or monitoring.~~
- ~~6. — The ESL teacher and classroom teacher will coordinate efforts to support the student's acquisition of English and the Maine Learning Results.~~

~~IV. — ASSESSMENT:~~

~~Any educational decisions concerning identification, placement, and instruction of students will be based on a multi-criteria assessment of the student, including:~~

- ~~A. — ACCESS W-APT screening test for suspected ELL students who are new to the district,~~
- ~~B. — ACCESS for ELLs, the required assessment instrument for the state of Maine, used for determining English language proficiency levels and progress. The proper assessment tool shall be administered annually to all LEP students by the ESL teacher or other trained personnel. The ACCESS places each student on one of six proficiency levels,~~
- ~~C. — Previous school records,~~
- ~~D. — Interview with parent(s) or guardians(s),~~
- ~~E. — Student's academic work in the content areas,~~
- ~~F. — Observations and recommendations from the classroom teacher,~~
- ~~G. — Informal assessment, which may have been done in the areas of listening, speaking, reading, and writing, and~~

~~H. — Standardized tests administered by the school.~~

~~V. — RECLASSIFICATION OF LEP STUDENTS:~~

~~A. — Students will be reclassified as Fully English Proficient based upon the multi-criteria as outlined above.~~

~~B. — Students must be able to participate fully in the mainstream classroom with their native English learners without support.~~

~~C. — Students must achieve the state's definition of Fully English language proficient, which is currently a composite Score of proficiency level (CPL) of 4.5 or higher, 6 as measured by WIDA on the ACCESS for ELLs and WIDA Screener Online or level P2 on Alternate ACCESS. All Els who attain a composite proficiency level of 4.5 or higher on ACCESS for ELLs will, to be exited from the ESL English learner status program.~~

~~D. — Reclassification will be determined by the LAC.~~

~~VI. — Program Evaluation~~

~~A. RSU 63's ESL program will be evaluated yearly to ensure that the needs of ELL students are being met. The evaluation will include data collection, English language acquisition growth of enrolled students, family engagement and compliance with RSU 63's LAU plan.~~

RSU #63

- a. **NEPN/NSBA Code:** **BEA**
- b. **Title:** **School Board Meetings, Procedures and By Laws**
- c. **Author:** **Superintendent**
- d. **Replaces Policy:**
- e. **Date Approved:** 09/27/2021 **RSU #63**
- f. **Previously Approved:** **09/27/2021 09/24/2018**
- g. **Policy Expiration:** **Review as Needed**
- h. **Responsible for Review:** **Superintendent/BOD Chairman/Policy Committee**
- i. **Date Reviewed:** **09/12/2022 08/25/2021 Policy Committee**
09/12/2022 08/16/2021 Superintendent
09/12/2022 08/25/2021 Board Chair
- j. **References:** **20-A MRSA § 1256(5); § 1252(2),**
1 MRSA § 403-B, 406; 406 20 MRSA
§1001(20)
MSBA Handbook

Cross Reference: **BEC – Executive Session**
BE – Board Meetings
BEDA – Notification of Board Meetings
BEDB – Agenda
BEDD – Rules of Order
BEDH – Public Participation at Board Meetings
BIC – Board Member Compensation
KE – Public Concerns and Complaints

k. Narrative:

The RSU #63 Board of Directors (the Board) allows members of the Board to participate in a public meeting of the Board in person or by remote methods in limited circumstances as provided in 1 MRSA § 403-B.

I. Meetings:

- A. The Board will hold regular meetings on the fourth Monday of each month, except July, at each of the three schools on a rotating schedule. A December meeting will be scheduled but held only if needed. If the fourth Monday is a legal holiday or within a holiday/vacation week, the Board will set the date for the meeting. Usually, the date will be the previous Monday at the same time and place as the originally scheduled meeting.
- B. Copies of the applicable Agenda will be sent electronically to members of the Board. Public notice will be provided at least forty-eight (48) hours before a **regular meeting** to the Board, on the District webpage, and via email to each town office.

- C. **Special meetings** may be called, as needed, by the Board Chair or by joint action of five members thereof. Email notices, unless waived, will be provided to each member at least forty-eight (48) hours in advance of such meeting, stating time and place of the meeting.
- D. **Emergency meetings** may be held upon verbal notification of all Board members, and any action taken at such meetings will be confirmed at the next regularly scheduled meeting. Notification should be given twenty-four (24) hours in advance, if possible.
- E. **Regular meetings** will commence at 6:30pm and will conclude no later than 8:30pm, unless a majority of the Directors votes to waive the 8:30pm adjournment time. If an executive session is scheduled, the meeting may begin before 6:30pm, with the public session reconvening at 7:00pm.

II. Chairperson and Quorum

- A. The Chairperson (Chair) of the Board will preside at all meetings of the Board. In the event of their inability to preside, the Vice-Chairperson (Vice-Chair) will perform the duties of the Chair. In the absence of the Chair and the Vice-Chair, the remaining members will elect another person to act in that capacity for that meeting only. In the event that both are unable to attend future meetings, a Chair and/or Vice-Chair will be elected to this/these position(s) for the remainder of the year.
- B. The Chair will have a vote, as do all members of the Board, but should not make any motions, or second motions when acting as Chair of the meeting. The Chair, or acting Chair, should solicit from the Directors present a motion and second prior to discussing the subject. The names of the members moving and seconding the motion will be recorded in the minutes of the meeting.
- C. Five (5) members of the Board will constitute a **quorum** for the transaction of business at all regular and special Board meetings.

III. Remote Participation

For the purpose of this policy, “remote methods” means telephonic or video technology allowing simultaneous reception of information and may also include other means necessary to provide reasonable accommodations to individuals with disabilities. Remote participation by board members cannot be by text-only means such as email, text messages, or chat functions.

Members of the Board are expected to be physically present for board meetings except when being physically present is not practicable.

Circumstances in which physical presence for public meetings is not practicable include:

1. The existence of an emergency or other issue that requires the Board itself to meet by remote methods.
 - a. An emergency may be a State-declared emergency, where there has been a declaration of a state of emergency by the Governor that applies to the

- RSU #63, or a local emergency (e.g., adverse weather conditions) or urgent issue requiring Board action.
- b. The Board Chair, in consultation with the Superintendent, will determine whether there is a local emergency or urgent issue that requires a remote meeting of the Board.
2. Illness, or other physical condition, or temporary absence from the area governed by the board that causes a Board member to face significant difficulties traveling to and attending in person at the designated physical location of the board meeting.
 - a. Prior notice of the Board member's absence and the reason for it, with indication that the Board member plans to participate remotely, should be communicated to the Board Chair as far in advance of the meeting as practicable.

Members of the public will be afforded a meaningful opportunity to attend and participate in board meetings by remote methods when at least one member of the board participates remotely. Members of the public will be restricted to remote participation only when there is an emergency or urgent issue that requires the board to meet remotely. Reasonable accommodations may be provided when necessary to provide access to individuals with disabilities.

Members of the public participating in public meetings of the Board are expected to comply with the guidelines for public participation provided in the Board's policy BEDH – Public Participation at Meetings, or in such rules as the Board may develop specifically for remote meetings.

Notice of all Board meetings is required (1 MRSA § 406). When the public may attend by remote methods, notice must include the means by which members of the public may access the meeting using remote methods. The notice must also identify a location for members of the public to attend in person. The Board may not determine that public attendance at a meeting will be limited solely to remote methods except under the conditions in subparagraph 1 above (emergency or urgent issue meetings.)

The Board will make all documents and other materials to be considered by the Board available, electronically or otherwise, to members of the public who attend remotely to the same extent customarily available to members of the public who attend public meetings of the Board in person, as long as additional costs are not incurred by the Board.

IV. Voting Methods

In Person Voting:

Voting will be by a show of hands, unless voted by the majority of those present to vote by written ballot. The secretary will record each vote, either Yes or No or Abstention, in the minutes of the meeting. If a Board Director votes "no" or abstains from voting, his/her name will be recorded and how he/she voted. If the voting is by secret ballot, the total Yea, Nay, or Abstentions will be recorded without the member's names.

Remote Voting:

All votes taken during a public meeting of the board using remote methods must be taken by roll call vote that can be seen or heard if using video technology, and heard if using only audio technology, by the other members of the board and the public.

Remote participation is not permitted for meetings where voters of RSU #63 meet to vote as a legislative body, such as budget meetings.

A member of the Board who participates remotely in a public meeting of the Board is considered present for purposes of a quorum and voting.

V. Rules of Order

The Board will follow the **current version** of Robert's Rules of Order, authored by General Henry M. Robert, III.

VI. Minutes of the Meeting

The Superintendent will be the ex-officio secretary of the Board and will be responsible for the meeting minutes. The Superintendent may employ appropriate clerical assistance at their discretion.

VII. Rescheduled Meeting

In the event that a meeting is postponed due to inclement weather or other event, it will be rescheduled consistent with the terms and conditions shown above in Section I (A) and (B).

VIII. Adding an Agenda Item to an Existing Agenda

In the event that an agenda item needs to be added or deleted from the present agenda, a majority vote will be held. A motion must be made, seconded, discussed, and voted on.

RSU #63

- a. **NEPN/NSBA Code:** **BDE**
- b. **Title:** **Committee Structure, Assignment, and Reporting**
- c. **Author:**
- d. **Replaces Policy:**
- e. **Date Approved:** 03/22/2021 **RSU #63**
- f. **Date Previously Approved:** **03/22/2021** ~~09/24/2018~~
- g. **Policy Expiration:** **Review as Needed**
- h. **Responsible for Review:** **Policy Committee**
- i. **Date Reviewed:** **09/12/2022** ~~03/03/2021~~ **Policy Committee**
- j. **References:** **1 M.R.S.A. § 401 et seq.**

k. Narrative:

The RSU #63 Board of Directors (the Board) believes that standing committees can be useful to its decision-making process and in the transaction of Board business. The Board may establish such standing committees as it deems necessary to facilitate school unit governance and address ongoing school unit needs. A standing committee has only such authority as specified by the Board.

All standing committees will be comprised of less than a majority of the Board.

All standing committee meetings are open to the public except as provided by the Freedom of Access Law and the Municipal Public Employees Labor Relations Law.

I. STANDING COMMITTEES:

- A. Standing RSU #63 Board Committees include, but are not limited to, Budget & Finance and Policy.**
 - 1. Policy committee members will be appointed by the Board Chair following a request for volunteers. Representation of the three communities on each committee will be encouraged, but not required. Members will serve a minimum of one year or until their successors are appointed. No committee will consist of more than three (3) members; however, committees can designate alternates.**
 - 2. Members of the Board may be assigned as Liaison's between the Board and the various high schools district students attend.**
 - 3. A majority of the Board will elect the Budget & Finance Committee annually. There should be a member from each of the three (3) communities in the district unless it is in the best interest of the district to have more than one member from a single community. Members will serve a minimum of one year or until their successors are elected.**
 - a. Warrant signature authority will be granted to two (2) members of the Budget & Finance Committee, with the Board Chair serving as an alternate. The remaining committee members will not have signature authority.**

- II.** All Standing Committees will elect a Committee Chair who is authorized to call such meetings as necessary to discharge committee functions. The Board Chair may assign a Committee Chair to each Standing Committee to serve until the first meeting when that committee will elect a permanent Chair. The Committee Chair must call a committee meeting following the request of two (2) or more committee members. Other members of the Board may attend committee meetings; however, they have no authority or responsibility. Committee members have no obligation to recognize Board members differently than other citizens attending.
- III.** The Board Chair is an ex-officio member of all committees but is a non-voting member of any committee. The Superintendent is an ex-officio member of all committees. He/she may attend and participate but is a non-voting member of any committee.
- IV.** The general function of a Standing Committee is to study, report, and make recommendations, when appropriate, to the full Board. The full Board will define the overall mission for each committee. Either the full Board or a committee may identify issues that require investigation. The scope of action and the authority to make decisions are allocated to the full Board.
- V.** Each committee meeting agenda must be announced in advance, be open to the public, and the schedule provided to the Central Office. Whenever possible, committee agendas should be posted on the district website under the appropriate section heading. Each Committee Chair will ensure that meetings have minutes recorded that include a record of all votes taken. A copy of the minutes will be given to all members of the Board and the Superintendent. Committee reports can substitute for committee minutes as long as they include the results of any votes taken.
- VI. Committee Responsibilities:**
 - A.** The Budget & Finance Committee will supervise all district accounting and approve expenditures in accordance with legal requirements. The Committee Chair will coordinate with other Standing Committees on matters involving finance and perform such duties as the Board may assign. The Committees will work with the Superintendent, Business Manager, Transportation and Facilities Director, and other staff throughout the course of a fiscal year in agreed upon matters, and in the various stages of budget preparation each year by reviewing balances, estimated revenues, and requests for appropriations in each line item of the expenditure budget.
 - B.** ~~The Policy Committee will review all district policies for correctness, timeliness, and format.~~ The Committee will perform on-going inspection and updating of district policies, utilizing the appropriate Committee or Department for assistance. Additionally, the Committee Chair will develop and share with the Superintendent and Department heads a fiscal year schedule for those policies identified for Annual Review.

All policies being submitted to the Board for review and approval will be posted on the district's website, **at a minimum of forty-eight (48) hours prior to no less than one**

~~week before~~ the scheduled Board meeting. Policies will be provided to the Teachers Association or Committee via the Superintendent. Requested changes/corrections will be returned to the Policy Committee Chair for review and subsequent inclusion, if needed.

- C. High School Liaison's for the Board will endeavor to represent RSU #63 at Board of Director meetings of major receiving high schools whenever possible. Minutes of meetings of major district receivers will be included in RSU #63 Board Packets and archived.
- D. Technology and Curriculum Committees are delegated to appropriate administrators via the Superintendent. These committee meetings, and their agendas, will be scheduled and published in advance via notification to Board members and others, who will be welcome to attend and participate as they may desire.
 - 1. The Curriculum Committee will review all educational policies; work with staff on curriculum development and revision; student assessment testing results; review feedback from high school administrators and freshmen surveys regarding eighth-grade preparedness for high school; and assume various educational duties, which may be assigned by the Board.
 - 2. The Technology Committee is responsible for annually reviewing and proposing revisions to the various District technology policies along with evaluating and updating the District's Technology Plan. The committee also reviews proposals for new technology initiatives and develops strategies to improve the use of technology in RSU #63.
- VII. ~~An Advisory Committee (Policy BDF) may be appointed to investigate a problem that has been brought to the attention of, or identified by, the Board. This may be done at any time for a specific purpose. Volunteers will be solicited, and the individual who suggested the perceived problem be investigated is generally chosen to Chair the committee.~~
- VIII. ~~When school is cancelled for weather, any committee meetings scheduled on that night are automatically cancelled, as per Policy BEA. Rescheduling of committee meetings will need to be coordinated with the Superintendent by the Committee Chair. Once a meeting is rescheduled, the Committee Chair will ensure all concerned members are notified.~~
- IX. Any member of a committee who is unable to attend a committee meeting will attempt to contact the Chair of that committee.

RSU #63

- a. **NEPN/NSBA Code:** EFC
- b. **Title:** Food Services Program
- c. **Author:** Superintendent/Budget & Finance Committee
- d. **Replaces Policy:**
- e. **Date Approved:** ~~08/23/2021~~ 08/23/2021 RSU #63
- f. **Previously Approved:** ~~08/23/2021~~ 08/26/2019
- g. **Policy Expiration:** Annual Review
- h. **Responsible for Review:** Superintendent/Budget & Finance Committee/
Policy Committee
- i. **Date Reviewed:** ~~08/16/2022~~ 08/18/2021 B&F Committee
~~09/12/2022~~ 07/28/2021 Policy Committee
~~09/12/2022~~ 07/14/2021 Superintendent
- j. **References:** 20-A MRSA § 6601 et. seq.
Policies: EFCA-RSU #63 Free & Reduced-Price Meal Program
EFC-R1 – Administrative Procedures Relating to RSU #63's
Free & Reduced-Price Meal Program

k. Narrative:

RSU #63 (the District) will take part, as feasible, in the National School Lunch and other food programs that may become available to assure that all children for whom the Board is responsible will have the opportunity to receive proper nourishment.

Parents will be advised that this program is available and eligibility criteria will be made public.

In accordance with the guidelines for participation in these programs, and in accordance with the wishes of the Board, no child who a teacher believes is improperly nourished will be denied a free lunch, or other food, simply because proper application has not been received from their parents or guardians.

It will be the policy in our schools that when school lunch is desired, payment is expected on that day or in advance by/for pupils not eligible for free lunches. Should there be any difficulty in obtaining such payment, the matter is to be resolved by direct contact with the parent/guardian (or student, if emancipated). No student is to be denied food as a disciplinary measure.

The administration will establish and publish, as appropriate, procedures that conform with state and federal requirements and the intent of this policy regarding participation in programs for free/reduced price meals and supplementary food.

~~Studies prove that children are more successful in school if they receive appropriate nutritional meals throughout the day. To that end, the RSU #63 (the District) participates in the National School Lunch Program (NSL) administered through the U.S. Department of Agriculture and overseen by the Maine Department of Education, Child Nutrition Services. Proper nutrition is essential for growing bodies and developing brains and assists students in reaching their full academic and physical potential. This policy is applicable to the RSU #63 Food Services Program.~~

- I. ~~At the beginning of each school year, the District will provide the parent(s)/guardian(s) of district students written information describing the district's Food Service Program. The Program~~

provides breakfast and lunch at all three district schools.

- II. The District is responsible for ordering the food and liquids served as well as maintaining accountability for related costs. For this reason, there is a cost to the student for each meal served. There is a Free and Reduced-price food service program for eligible students, which is the subject of Policy EFCA.
- III. Students always have the option of bringing their own "bagged lunch." A student who buys milk to go with a lunch brought from home must pay the full customary price for milk.
- IV. Students intending to purchase a meal (Breakfast or Lunch) produced by the school's kitchen staff are required to pay the established price.
- V. For the 2021-2022 ~~2022-2023~~ school year, prices are as follows:
 - A. Lunch Prices: Currently, per MRSA 6602; LD1679, there is no cost to students/families regardless of economic eligibility. Per LD1679, the State of Maine will pick up the difference in cost between the reduced price or full price meals and the federal reimbursement rate, as determined by economic eligibility status for all students.
 1. Full Price: _____ Pre-K through Fourth Grade — \$2.75
Fifth through Eighth Grade — \$2.85
 2. Reduced Price: Pre-K through Eighth Grade — \$.40
 3. Adults: _____ Any adult — \$4.50
 - B. Breakfast Prices: Currently, per MRSA 6602; LD1679, there is no cost to students/families regardless of economic eligibility. Per LD1679, the State of Maine will pick up the difference in cost between the reduced price or full price meals and the federal reimbursement rate, as determined by economic eligibility status for all students.
 1. Full Price: _____ Pre-K through Fourth Grade — \$1.75
Fifth through Eighth Grade — \$1.75
 2. Reduced Price: Pre-K through Eighth Grade — \$.40
 3. Adults: _____ Any Adult — \$2.00
 - C. Milk Price: Milk is provided with each meal. If milk is purchased with a bagged lunch, as "snack" milk, or as an additional milk with the meal, the cost is \$.50.
- VI. Students can purchase their meal one of two ways: (1) with cash or (2) by debiting their student lunch account. Payment is due at the time of purchase.
- VII. It is the responsibility of the parent(s)/guardian(s) to maintain an appropriate balance in the student's lunch account.
- VIII. Parent(s)/Guardian(s) can deposit funds into the student's lunch account in two ways:
 - A. Sending cash or checks to the student's school administration in care of the Business

Manager. Checks should be made payable to RSU #63 Food Services. Cash or checks can be hand-delivered by the student or parent(s)/guardian(s) to the school's administrative office, or mailed to: RSU #63 Business Manager, RSU #63 Central Office, 202 Kidder Hill, Holden, ME 04429. A \$25.00 fee will be charged for returned checks. Cash only or on-line payment may be requested of families who pay by checks that were returned for insufficient funds more than two times in a school year.

- B. On-line deposits can be made using the "MySchoolBucks" link on the District's web page. The website is: www.rsu63.org. Go to the Parents tab. Instructions are provided for a parent(s)/guardian(s) to be able to access their student's account.
- C. It is the responsibility of the parent(s)/guardian(s) to keep track of their student's charges and to be in touch with the school's food service office if there is a question. Parent(s)/guardian(s) can monitor their student's account using the information provided directly above.

IX. On rare occasions, the student may be able to charge a meal. This could happen if the student's lunch account did not have a balance sufficient to cover the cost of a meal or if the student had lost/forgotten cash that day. In this policy, "charging" refers to any and all forms of exchange where there is a verbal agreement for payment of a meal after service of the meal.

- A. A student may not charge for more than two weeks without appropriate payment or receipt of the necessary paperwork for free or reduced-price meals (refer to Policy EFCA). ~~Parent(s)/guardian(s) who do not wish their student to accrue charges can ask that their student not be allowed to have charging privileges. The parent(s)/guardian(s) must send an email or written note to the School Principal or Business Manager directing this. If no email or written note is received, the parent(s)/guardian(s) consents to paying any meal charges incurred by their student.~~
- B. A la carte items, extra milk, or "snack" milk may not be charged.

X. No student will be denied food as a disciplinary measure. No student whose parent(s)/guardian(s) wants them to receive school meal, will be denied food, even if the student's account is negative.

XI. For students who have an outstanding balance for school meals and whose parent(s)/guardian(s) has not provided appropriate payment:

- A. The Food Service Director (Business Manager) will advise the school Principal of any student to whom meals have been served for one week without appropriate payment. The school Principal will then contact the student's parent(s)/guardian(s). Contact will be in writing, by phone, or the SchoolMaster program and will include a "Due Date" for the outstanding balance. The parent(s)/guardian(s) will be advised of the means of payment as defined in Section VIII above, and to provide a "bag lunch" for their student until they pay the outstanding balance. If appropriate, the parent(s)/guardian(s) should be encouraged to check out the Free and Reduced Price Meal Program as described on the District's website. The school lunch accountability person should offer to send a "Free and Reduced Lunch School Meal Application" to the parent(s)/guardian(s) and reiterate that all information received is confidential.
- B. Within one school day following the first contact by the Food Service Director (Business Manager), the school Principal will be provided with the name of the student, the financial status of unpaid meals, the means and date of contact with the student's parent(s)/guardian(s);

and the "Due Date" set for payment of the outstanding balance. The Food Services Director will notify the appropriate school personnel when/if the outstanding balance is paid and/or application for free or reduced-priced lunch is received.

- C. The Food Service Director (Business Manager) will determine if the parent(s)/guardian(s) is/are not providing payment for meals served nor a bag lunch for the student. The Food Service Director (Business Manager) will contact the family in writing to document the problem.
- D. The administration's efforts to collect on overdue accounts will conform to the following guidelines:
 - 1. ~~less than \$25 debt in one household: informal communications to household~~
 - 2. ~~\$25-\$50 in one household: formal written notice;~~
 - 3. ~~\$50-\$100: registered notice;~~
 - 4. ~~If a household owes more than \$200 for students under its guardianship, the administration may pursue any means of legal collection.~~
 - 5. ~~In all cases, the administration will assist households to document eligibility for free or reduced meals and offer to provide information of charities that may be willing to assist by providing food or funds. All school meal personnel will handle debt situations with as much privacy and respect as possible. All free and reduced meal status information is strictly confidential.~~
- XII. The District will make a reasonable attempt to collect unpaid balances at the end of the school year. It also reserves the right to utilize outside collection services for balances exceeding \$50. There will be a \$25 fee charged on returned checks. Cash only or on-line payment may be requested of families who pay by checks that were returned for insufficient funds more than two times in a school year.
- XIII. The Superintendent is responsible for the development of the process, procedure, and regulations necessary to implement this policy.

RSU #63

- a. NEPN/NSBA Code:** KF
- b. Title:** Community Use of RSU #63 Facilities & Equipment
- c. Author:** Policy Committee
- d. Replaces Policy:** KF
- e. Date Approved:** 01/22/2018 RSU #63
- f. Date Previously Approved:** ~~01/22/2018~~ ~~10/24/2016~~
- g. Policy Expiration:** ~~Review as Needed~~ **Annual**
- h. Responsible for Review:** ~~Transportation & Facilities Director,~~
Superintendent, Business Manager, Policy Committee
- i. Date Reviewed:** ~~09/12/2022~~ ~~01/02/2018~~ Superintendent
~~09/15/2022~~ ~~12/12/2017~~ Business Manager
~~09/15/2022~~ ~~12/12/2017~~ ~~Transportation & Facilities Director~~
~~09/12/2022~~ ~~01/02/2018~~ Policy Committee
- j. References:**
- k. Narrative:**

For the purpose of this policy, “school facilities” include building and grounds, parking lots, playing fields and fixed equipment.

It is the RSU #63 Board of Directors (the Board) desire that the local taxpayers who provide the school 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, and philanthropic, and like purposes be approved by the administration, in accordance with this policy, the implementing regulations, and a fee schedule approved annually by the Board.

The Superintendent is responsible for developing 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 following provisions apply to community use:

- A. A certificate of insurance will be required as appropriate to the particular use;
- B. No alcoholic beverages may be brought onto school property;
- C. Tobacco is not 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 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 the Principal, with final approval determined by the Superintendent; and

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- 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 will 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 (e.g., utilities);
- B. A deposit with 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.

~~It is the responsibility of the RSU #63 Board of Directors (the Board) to ensure the district is legally protected against liabilities in the case of a non-RSU #63 class or activity being conducted in one of the RSU #63 district's (the District) facilities, on its grounds, or on/in other locations. Therefore, it is necessary to have in place a process for application, approval, and financial coverage of said use that will not be disadvantageous to the district.~~

- ~~I. — It is beneficial to the communities within the District and for district-based organizations to be able to use school facilities and district equipment; however, District staff is often required to open/close, prepare, and clean facilities or equipment before or after an event. These services are at a cost to the district and should be reimbursed by the requesting entity.~~
- ~~II. — Any individual/organization using District facilities, vehicles, and/or equipment must uphold the RSU #63 Core Values of honesty, respect, responsibility, kindness, compassion, and courage.~~
- ~~III. — It is the position of the Board that a screening and approval procedure be in place and utilized for non-RSU #63 sponsored uses of the District's facilities and equipment.~~
- ~~IV. — For the purpose of this policy, "school facilities" includes building and grounds, parking lots, playing fields. Fixed equipment (Equipment) includes, but is not limited to, district vehicles, tools, etc.~~
- ~~V. — Any individual/organization wishing to use one of the District's facilities is required to complete the facilities use application and agreement form, and a Facilities Use Billing Form, copy of which are attached to this policy. The completed Facilities Use~~

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~~Application Form and Facilities Use Billing Form must be reviewed and approved by the Transportation & Facilities Director, the building Principal, and the Superintendent or his/her designee before any non-RSU #63 event may be conducted.~~

- ~~VI. — Any individual/organization wishing to use any of the district's equipment is required to complete a Vehicle/Equipment Use Application and Agreement Form, and a Vehicle/Equipment Use Billing Form, copies of which are attached to this policy. The completed Vehicle/Equipment Use Application and Agreement Form and Vehicle/Equipment Use Billing Form must be reviewed by the Director of Transportation & Facilities and the Superintendent or his/her designee before any non-RSU #63 use may be conducted.~~
- ~~VII. — The Superintendent is responsible for developing administrative procedures/regulations which provide for: timely applications; uses which do not interfere with educational or extracurricular programs of the district's students; preference for local, not-for-profit organizations; and the acceptance of appropriate responsibility and liability.~~
- ~~VIII. — Factors which are to further guide community use of facilities:~~
- ~~A. A certificate of insurance will be required, as appropriate, for the particular planned use.~~
 - ~~B. An exception to the requirement of a certificate of insurance for use of District facilities may be allowed by the Superintendent or his/her designee under the following conditions:~~
 - ~~1. The planned activity is a single, "one time only" or annual occasion, i.e., a Memorial Service for a community member, or an Awards ceremony for a local organization;~~
 - ~~2. Groups or organizations desiring to have the use of kitchen facilities must have a member of the school kitchen staff, or someone trained by kitchen staff and approved by the Superintendent, in attendance to ensure the facility is cleaned and the equipment is safely and properly used;~~
- ~~IX. — Factors which are to guide community use of equipment:~~
- ~~A. A certificate of insurance will be required, as appropriate, for the particular planned use.~~
 - ~~B. The driver of any vehicle will be a District employee certified, licensed, and approved to drive the vehicle.~~
 - ~~C. The driver will be paid in accordance with his/her District rate of compensation for all time required unless he/she donates his/her time, which will be documented on the Vehicle/Equipment Use Application and Agreement.~~

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- ~~D. The equipment will be attended at all times and be secure. The equipment will be returned to its original District location each night unless pre-approved, in which case the pre-approved location will be secure.~~
- ~~E. Groups/organizations desiring to have the use of District equipment must have a member of the District Transportation or Facilities staff in attendance to ensure the equipment is cleaned and returned to the district in the same condition as when picked up (i.e., fuel tanks filled).~~
- ~~X. No alcoholic beverages may be brought onto school property or consumed in or on any District equipment at any time;~~
- ~~XI. Tobacco use will not be allowed on school property or on/in any District equipment;~~
- ~~XII. Neither District facilities nor District equipment may be used for any illegal purposes;~~
- ~~XIII. Repeat use may be denied to any individual/organization that has not demonstrated appropriate conduct and care.~~
- ~~XIV. District facility and/or equipment use may be granted without rental charge for the following:~~

 - ~~A. Not-for-profit educational, recreational, cultural, and fraternal organizations having a significant number of members who are community residents;~~
 - ~~B. Not-for-profit organizations which present programs designed to be educationally, recreationally, or culturally beneficial to local citizens; and~~
 - ~~C. Municipality-sponsored groups and organizations.~~
- ~~XV. The following may be requested of any organization/group:~~

 - ~~A. A deposit with the application, refundable after leaving the facility or returning equipment in satisfactory condition;~~
 - ~~B. Reimbursement for property damage, cleaning, and/or repair costs;~~
 - ~~C. Reimbursement for custodian, kitchen, or other staff costs i.e., snow removal, seating/table set-up, unlocking/locking when necessary to the use of the facility;~~
 - ~~D. Fees for rental of equipment, and~~
 - ~~E. A signed contract for extended use of District equipment, a sample of which is attached to this policy.~~

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RSU #63 FACILITIES USE APPLICATION AND AGREEMENT FORM

IN ORDER THAT YOUR REQUEST FOR THE USE OF RSU #63 FACILITIES BE CONSIDERED, KINDLY COMPLETE THE FOLLOWING FORM. RETURN SIGNED FORM AND SUPPORTING DOCUMENTATION TO:

**Superintendent's Office
202 Kidder Hill Road
Holden, ME 04429
207-843-7851**

I. Building/Grounds Use Request:

The _____ (organization) requests the use of the
_____ (facility) for the purpose of
_____ (activity/activities).

A. Will the activity be open to the public? _____ Yes _____ No

B. Will there be fees charged to the public? _____ Yes _____ No

One-time Use Request: Date: _____ Time: _____

Multiple-times Use Request: Dates: _____ Time(s): _____

II. Contact person:

Name: _____

Address: _____

Phone: _____

Email: _____

III. Insurance Information: Please provide a copy of the
Certificate of Liability Insurance *Waived?* _____ *Yes* _____ *No*

If Waived,

*Signature of RSU #63 Superintendent and/or Business Manager Transportation
and Facilities Director:* _____

Limits of Liability \$ _____

Bodily Injury \$ _____

Property Damage \$ _____

IV. Facility Use Agreement:

- A. I agree, on behalf of the organization/group indicated above, all members and guests will observe **RSU #63's Core Values**, regulations, and rules.
_____ (initials)
- B. No alcoholic beverages will be on school property at any time. _____ (initials)
- C. Tobacco use will not be allowed on school property. _____ (initials)
- D. School facilities will not be used for any illegal purposes. _____ (initials)
- E. I, individually, and/or as an authorized representative of the requesting organization, assume full financial responsibility for any and all damages done to school property during the period of use indicated above. _____ (initials)
- F. I, individually, and/or as an authorized representative of the requesting organization, agree to reimburse RSU #63 for any custodian, kitchen, or other staff costs necessary to use the facility. This includes the unlocking/locking the building. (Note: School kitchen staff or someone trained by kitchen staff and approved by the Superintendent, are required when using the kitchen.)
_____ (initials)
- G. I, individually, and/or as an authorized representative of our organization/group will, at all times, hereafter indemnify the above-named school against any loss, damage, or expense of any kind, which said school may sustain or incur because of use of the above described building by our organization/group. We will further hold said school harmless for loss of any kind in connection herewith.
_____ (initials)

Signed: _____ **Date:** _____
(Requesting person)

Recommend for Approval: _____ *NOT Recommended for Approval: _____

Signed: _____ Date: _____
~~(Transportation & Facilities Director)~~ (Principal)

Recommend for Approval: _____ *NOT Recommended for Approval: _____

Signed: _____ Date: _____
(Principal) (Business Manager)

Approved: _____ *NOT Approved: _____

Signed: _____ Date: _____
(Superintendent)

*Explain, in writing, reason for not recommending approval or not approving.

RSU #63 FACILITIES USE BILLING FORM

The information below must be provided to the **Business Manager** ~~Transportation and Facilities Director~~, in addition to the Facilities Use Agreement, prior to any requested use being approved.

Organization: _____
 User Representative (same as Facilities Use Agreement): _____
 Date(s) Requested: _____
 Time of Actual Event: From _____ To _____
 Time Required for Setup/Cleanup: From _____ To _____
 Anticipated Number of People Attending: _____
 Will the use of the Kitchen be required? _____
 Specify Any Furniture or Equipment Required: _____

BILLING INFORMATION

Name: _____
 Address: _____
 Telephone: _____ Fax: _____
 Email Address: _____

BILLING ESTIMATE: Actual charges may differ from original estimate, based upon required amount of time to clean areas used during the actual event. If a custodial fee is charged, time charged will include any time required to return the areas used, whether intended or not, to "ready for school" condition.

Building/Grounds Estimate: _____ hours @ \$25-~~35~~ per hour = _____
 Kitchen Use Estimate: _____ hours @ \$25 ~~35~~ per hour = _____
 Total Estimate: \$ _____

If custodian and/or kitchen staff volunteer their time, a written, signed statement must be provided.

Signed: _____ Date: _____
 (Requesting person)

Signed: _____ Date: _____
 (~~Transportation & Facilities Director~~)

Signed: _____ Date: _____
 (Business Manager)

~~RSU #63 VEHICLE/EQUIPMENT USE APPLICATION AND AGREEMENT FORM~~

**~~IN ORDER THAT YOUR REQUEST FOR THE USE OF RSU #63
VEHICLE/EQUIPMENT BE CONSIDERED, KINDLY COMPLETE THE
FOLLOWING FORM.~~**

~~RETURN SIGNED FORM AND SUPPORTING DOCUMENTATION TO:~~

Superintendent's Office
202 Kidder Hill Road
Holden, ME 04429
207-843-7851

~~I. Vehicle/Equipment Use Request:~~

The _____ (organization) requests the use of the
_____ (vehicle/equipment) for the purpose of
_____ (activity/activities).

A. Will the activity be open to the public? _____ Yes _____ No

B. Will there be fees charged to the public? _____ Yes _____ No

~~One-time Use Request:~~ _____ **~~Date:~~** _____ **~~Time:~~** _____

~~Multiple-times Use Request:~~ _____ **~~Dates:~~** _____ **~~Time(s):~~** _____

~~H. Contact person:~~

~~Name:~~ _____

~~Address:~~ _____

~~Phone:~~ _____

~~Email:~~ _____

~~III. Insurance Information:~~ Please provide a copy of the Certificate of Liability

Insurance. *~~Waived?~~* _____ *~~Yes~~* _____ *~~No~~*

~~If Waived,~~

~~Signature of RSU #63 Transportation and Facilities~~

~~Director:~~ _____

Limits of Liability: \$ _____

Bodily Injury: \$ _____

Property Damage: \$ _____

IV. ~~Vehicle/Equipment Use Agreement:~~

- ~~A. I agree, on behalf of the organization/group indicated above, all members and guests will observe RSU #63's Core Values, regulations, and rules. _____ (initials)~~
- ~~B. No alcoholic beverages will be in/on RSU #63 property at any time. _____ (initials)~~
- ~~C. Tobacco use will not be allowed in/on RSU #63 property. _____ (initials)~~
- ~~D. RSU #63 equipment will not be used for any illegal purposes. _____ (initials)~~
- ~~E. I, individually, and/or as an authorized representative of the requesting organization, assume full financial responsibility for any and all damages done to RSU #63 vehicle/equipment during the period of use indicated above. _____ (initials)~~
- ~~F. I, individually, and/or as an authorized representative of the requesting organization, agree to reimburse RSU #63 for any personnel costs necessary to use the vehicle/equipment. This includes the unlocking/locking any secured area where the vehicle/equipment is located. (Note: Authorized district drivers are required when using any district vehicle.) _____ (initials)~~
- ~~G. I, individually, and/or as an authorized representative of our organization/group will, at all times, hereafter indemnify RSU #63 against any loss, damage, or expense of any kind, which RSU #63 may sustain or incur because of use of the above described vehicle/equipment by our organization/group. We will further hold RSU #63 harmless for loss of any kind in connection herewith. _____ (initials)~~

Signed: _____ Date: _____
(Requesting person)

Recommend for Approval: _____ *NOT Recommended for Approval: _____

Signed: _____ Date: _____

(Transportation & Facilities Director)

Recommend for Approval: _____ *NOT Recommended for Approval: _____

Signed: _____ Date: _____

(Principal)

Approved: _____ *NOT Approved: _____

Signed: _____ Date: _____

(Superintendent)

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* Explain, in writing, reason for not recommending approval or not approving.

RSU #63 VEHICLE/EQUIPMENT USE BILLING FORM

The information below must be provided to the Transportation and Facilities Director, in addition to the Vehicle/Equipment Use Agreement, prior to any requested use being approved.

Organization: _____

User Representative (same as Vehicle/Equipment Use Agreement): _____

Date(s) Requested: _____

Time of Actual Event: From _____ To _____

Time Required for Vehicle: From _____ To _____

Anticipated Number of People Attending: _____

Destination: _____

Specify Vehicle/Equipment Required: _____

BILLING INFORMATION

Name: _____

Address: _____

Telephone: _____ Fax: _____

Email Address: _____

BILLING ESTIMATE: Actual charges may differ from original estimate, based upon required amount of time for the actual event. If a driver fee is charged, time charged will include any time required to move the vehicle/equipment from original location and return vehicle/equipment to original location.

Bus Mileage Estimate: _____ miles @ \$1.50 per mile = _____

Van Mileage Estimate: _____ miles @ \$0.45 per mile = _____

Driver Time Estimate: _____ hour @ \$28.00 per hour = _____

Vehicle Use Total Estimate: \$ _____

Other Equipment Use Estimate: \$ _____

If drivers are volunteering their time, a written, signed statement must be provided.

Signed: _____ Date: _____
(Requesting person)

Signed: _____ Date: _____
(Transportation & Facilities Director)

Signed: _____ Date: _____

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(Business Manager)

RSU #63

- a. NEPN/NSBA Code:** JG
- b. Title:** Student Placement
- c. Author:**
- d. Replaces Policy:**
- e. Date Approved:** ~~09/26/2016~~ RSU #63
- f. Previously Approved:** ~~09/26/2016~~ ~~06/05/2003~~
- g. Policy Expiration:** Review as Needed
- h. Responsible for Review:** Superintendent & Policy Committee
- i. Date Reviewed:** ~~09/12/2022~~ ~~09/13/2016~~ Superintendent
~~09/12/2022~~ ~~09/13/2016~~ Policy Committee
- j. References:**
- k. Narrative:**
 - I.** Schools will attempt to honor parental requests for special placement. Such requests are to be written, stating the reason(s) for such placement, and in the potential receiving principal's office by May 1.
 - II.** The sending teacher will make any recommendations regarding placement to the appropriate principal.
 - III.** Providing there is more than one classroom for the grade in which the student will be placed, students will be distributed by number, gender, and special needs.
 - IV.** Final approval for placement rests with the building administrator.

RSU #63

- a. NEPN/NSBA Code:** JFCK
b. Title: Student Use of Personal Electronic Devices at School
c. Author: Technology
d. Replaces Policy:
e. Date Approved: ~~04/25/2022~~ RSU #63
f. Previously Approved: ~~04/25/2022~~ 09/25/2017
g. Policy Expiration: Review as Needed
h. Responsible for Review: Policy Committee
i. Date Reviewed: 09/12/2022 04/04/2022 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, all such devices (including cell phones) must be turned off and stowed away. Exceptions to this rule 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.** 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.
- V.** 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.
- VI.** **With parent/guardian consent,** 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.~~
- VII.** 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