REGULAR MEETING OF RSU NO. 5 BOARD OF DIRECTORS
WEDNESDAY – MAY 8, 2019
FREEPORT HIGH SCHOOL – LIBRARY
6:30 P.M. REGULAR SESSION
AGENDA

6:00-6:30 P.M. – DINE AND DISCUSS
This is an opportunity for community members to enjoy a meal with Board members and ask questions about the Board’s FY20 Adopted Budget.

1. Call to Order:
The meeting was called to order at ________ p.m. by Chair Michelle Ritcheson

2. Attendance:
___Kathryn Brown
___Jeremy Clough
___Candace deCsipkes
___Jennifer Galletta
___Erica Gidding
___John Morang
___Maura Pillsbury
___Michelle Ritcheson
___Lindsay Sterling
___Valeria Steverlynck
___Madelyn Vertenten
___Clay Canterbury – Student Representative
___Rhea Fitzpatrick - Student Representative

3. Pledge of Allegiance:

4. Consideration of Minutes:
A. Consideration and approval of the Minutes of April 10, 2019 and April 24, 2019 as presented barring any errors or omissions.

   Motion: ____________________________ 2nd: __________________________ Vote: __________

5. Adjustments to the Agenda:

6. Good News & Recognition:
A. Report from Board’s Student Representative (10 Minutes)

7. Public Comments: (10 Minutes)

8. Reports from Superintendent: (5 Minutes)
A. Items for Information
   1. District Happenings
   2. Retirements:
      Jay Thomas – FHS Math Teacher

9. Administrator Reports:
NA

10. Board Comments and Committee Reports:
A. Board Information Exchange and Agenda Requests (10 Minutes)
B. Policy Committee (5 Minutes)
11. Policy Review:
   A. Consideration and approval of the following Policies (1st Read) (15 Minutes)
      DBG – Budget Adoption Process
      DJC – Petty Cash Accounts

      Motion:________________________ 2nd:________________ Vote:________________

   B. Consideration and approval of the following Policies (2nd Read) (15 Minutes)
      JIC – System-Wide Student Code of Conduct
      IKFB – Graduation Exercises

      Motion:________________________ 2nd:________________ Vote:________________

12. Unfinished Business:
    NA

13. New Business:
    A. Consideration and approval of the Comprehensive Education Plan. (5 Minutes)

      Motion:________________________ 2nd:________________ Vote:________________

    B. RSU5 Workplace Satisfaction Survey for staff. (20 Minutes)

14. Personnel: (10 Minutes)
    A. Nomination of Educators for the 2019-2020 School Year
       1) Nomination of Educators for 2nd Year Probationary Contracts:

      Scott Arrit
      Meredith Brown
      Nicole Hewes
      Bethany Howard
      Jill Marsanskis
      Jill Palmer
      Lexie Triggiani
      Erin Abbott
      Heidi Cook
      Kate Friesland
      Diane Kew
      Kimarie Soule
      Jessica Harriman
      Michelle Raber
      Christina Small
      Elizabeth Rankin
      Emily Robinson
      Tracy Tremblay
      Anna Brown
      Caitlyn Hecox
      Elicia Niemiec
      Kate Dawson
Elizabeth Grace  
Elizabeth Jacobson  
Abigail Leavitt  
Georgiana McAllister  
Martha Pulsifer  
Nancy Rochat  

Action: To accept the nomination of the above personnel and to authorize the Superintendent of Schools to issue a contract for the 2019-2020 school year.

Motion: ____________________________ 2nd:_________________ Vote:________________

2) Nomination of Educators for 3rd Year Probationary Contracts:
   Cathryn Bigley  
   Kate Cass  
   Amy Chaput  
   Sara Domingo  
   Emily Guyer  
   Michelle Hill  
   Bethany Jensen  
   Amanda Martin  
   Megan Nealey  
   Jacqueline Pawling  
   Jennifer Rosado  
   Natalie Safley  
   Shannon Sampson  
   Anders Samuelson  
   Leslie Thibeault  
   Stephanie Weeks  
   Jennifer Winkler  

Action: To accept the nomination of the above personnel and to authorize the Superintendent of Schools to issue a contract for the 2019-2020 school year.

Motion: ____________________________ 2nd:_________________ Vote:________________

3) Nomination of Educators for 1st Year Continuing Contracts:
   Carrie Begley  
   Jan Bessey  
   Lindsay Carter  
   Chelsea Cekutis  
   Amanda Chisholm  
   Kara Constantine  
   Susan Deeyes  
   Heather Gilpin  
   Rosemarie Lawrence  
   Sasha Levasseur  
   Stephanie McSherry  
   Jessica Montgomery  
   Rachel Olson  
   Jason Ouellette
Action: To accept the nomination of the above personnel and to authorize the Superintendent of Schools to issue a contract for the 2019-2020 school year.

Motion: __________ 2nd: __________ Vote: __________

B. Consideration and approval to employ a First Grade Teacher at Morse Street School for the 2019-2020 School Year. (5 Minutes)

Motion: __________ 2nd: __________ Vote: __________

15. Public Comments: (10 Minutes)

16. Executive Session:
   A. Consideration and approval to enter into Executive Session as outlined in 1 M.R.S.A § 405(6)(A) for the purpose of discussing the Superintendent’s evaluation.

   Motion: __________ 2nd: __________ Vote: __________

   Time In __________ Time Out __________

17. Action as a Result of Executive Session:

18. Adjournment:

   Motion: __________ 2nd: __________ Vote: __________ Time: __________
RSU No. 5 Board of Directors Meeting  
Wednesday, April 10, 2019 – 6:30 p.m.  
Durham Community School - Cafeteria  
Meeting Minutes

6:00 – 6:30 p.m. Dine and Discuss with Board members on FY20 Budget

(NOTE: These Minutes are not official until approved by the Board of Directors. Such action, either to approve or amend and approve, is anticipated at the May 8, 2019 meeting).

1. CALLED TO ORDER:  
Chair Michelle Ritcheson called the meeting to order at 6:33 p.m.

2. MEMBERS PRESENT: Kathryn Brown, Jeremy Clough, Candace deCsipkes, Jennifer Galletta, Erica Giddinge (left at 9:25 p.m.), John Morang, Maura Pillsbury (arrived at 6:57 p.m.), Michelle Ritcheson, Lindsay Sterling, Valeria Steverllynck (left at 8:35 p.m.), Madelyn Vertenten. Also in attendance, Rhea Fitzpatrick, Student Representative. 
MEMBERS ABSENT: None

3. PLEDGE OF ALLEGIANCE:

4. CONSIDERATION OF MINUTES:
A. VOTED: To approve the Minutes of March 20, 2019 and March 27, 2019 as presented.  
(Sieverllynck - Sterling) (10 – 0) The student representative voted with the majority.

5. ADJUSTMENTS TO THE AGENDA:  
Request for funding for OM Team to go to the Worlds (after Item 6.F.)

6. GOOD NEWS AND RECOGNITION:
A. Report from Board’s Student Representative
B. MLS – 1st Place Math Team  
C. FHS Latin 1 Team – 1st Place Certamen Award  
D. FHS - Maine Disabilities Council – 1st and 2nd Place Art Awards  
E. FHS – Maine Junior Duck Stamp Competition – Best in Show  
F. FHS – Maine Donate Life Poster Design Competition Awards

Adjustment to the Agenda Item  
A motion was made by Brown, seconded by deCsipkes to provide $5,000 for the second place Durham Community School Odyssey of the Mind Team to go to the World Finals.

An amendment was made by Vertenten, seconded by Morang to lower the amount to $2,500.  
4 – 6 (Pillsbury, Galletta, Brown, Clough, deCsipkes, Sterling) – 1 Abstention (Ritcheson)  
Amendment Fails.  
The student representative voted with the minority.

VOTE On Main Motion: To provide $5,000 for the second place Durham Community School Odyssey of the Mind Team to go to the World Finals. 6 – 4 (Vertenten, Giddinge, Morang, Steverllynck) – 1 Abstention (Ritcheson)  
The student representative voted with the minority

G. Good News from Durham Community School – Will Pidden (10 Minutes)
7. **PUBLIC COMMENT:**
   None

**Item 14. A. taken out of order**

14. **PERSONNEL:**
   A. **VOTED:** To employ Conor Walsh as a .8 Time Assistant Principal for the 2019-2020 school year. (Steverlynck – Sterling) (11 – 0) The student representative voted with the majority.

8. **REPORTS FROM SUPERINTENDENT:**
   None

9. **ADMINISTRATOR REPORTS:**
   None

10. **BOARD COMMENTS AND COMMITTEE REPORTS:**
    A. Migration of Students & Student Exit Survey

11. **POLICY REVIEW:**
    None

12. **UNFINISHED BUSINESS:**
    A. **VOTED:** That the warrant for the Regional School Unit No. 5 (the “Regional School Unit”) Budget Meeting presented to the meeting be approved and that a Regional School Unit budget meeting be called for May 22, 2019 for the purpose of voting on the annual budget for the Regional School Unit for the 2019-2020 fiscal year. (Vertenten – Giddinge) (11 – 0)
        The student representative voted with the majority.

    B. **VOTED:** That the Warrant and Notice of Election for the Regional School Unit Budget Validation Referendum presented to the meeting be approved, and that a Regional School Unit budget validation referendum be called for June 11, 2019 for the purpose of approving the budget adopted at the Regional School Unit budget meeting for the 2019-2020 fiscal year and considering whether to continue the budget validation referendum process. (Vertenten – Lindsay) (11 – 0)
        The student representative voted with the majority.

    C. **VOTED:** That the form of Notice of Amounts Adopted at Budget Meeting presented to this meeting be approved, and that the Superintendent of Schools of the Regional School Unit be authorized and directed to complete said Notice in accordance with the Regional School Unit budget meeting on May 22, 2019, and to cause copies of said Notice, as completed, to be delivered to the municipal clerks of each municipality of the Regional School Unit for posting at the polling places for the June 11, 2019 Regional School Unit budget validation referendum. (Vertenten – Sterling) (11 – 0)
        The student representative voted with the majority.

13. **NEW BUSINESS:**
    Items 13 A. and B. were taken out of order

    B. **VOTED:** To approve the Peer Mentor and Support Handbook. (Sterling – deCspikes) (10 – 0)

    A. **VOTED:** To approve the Local Credentialing Committee Handbook. (Clough – Brown) (10 – 0)
15. **PUBLIC COMMENT:**

None

16. **EXECUTIVE SESSION:**

**VOTED:** To enter into Executive Session as outlined in in 1 M.R.S.A § 405(6)(A) for the purpose of discussing the Superintendent’s evaluation. (Brown – deCspikes)(10 – 0)

Time In: 9:30 a.m.  
Time Out: 10:00 a.m.

17. **ACTION AS A RESULT OF EXECUTIVE SESSION:**

None

18. **ADJOURNMENT:**

**VOTED:** To adjourn at 10:00 p.m. (Pillsbury – Vertenten) (9 – 0).

[Signature]

Becky J. Foley, Superintendent of Schools
RSU No. 5 Board of Directors Meeting  
Wednesday, April 24, 2019 – 6:30 p.m.  
Pownal Elementary School - Cafeteria  
Meeting Minutes

6:00 – 6:30 p.m. Dine and Discuss with Board members on FY20 Budget

(Note: These Minutes are not official until approved by the Board of Directors. Such action, either to approve or amend and approve, is anticipated at the May 8, 2019 meeting).

1. **Called to Order:**
   Chair Michelle Ritcheson called the meeting to order at 6:35 p.m.

2. **Members Present:** Jeremy Clough, Candace deCsipkes, Jennifer Galletta, Erica Giddingje, John Morang, Maura Pillsbury, Michelle Ritcheson, Lindsay Sterling, Valeria Steverlynck, Madelyn Vertenten. There was no Student Representative in attendance.
   **Members Absent:** Kathryn Brown

3. **Pledge of Allegiance:**

4. **Consideration of Minutes:**
   None

5. **Adjustments to the Agenda:**
   None

6. **Good News and Recognition:**
   A. Report from Board’s Student Representative – No report
   B. Good News from Pownal Elementary School – Lisa Demick

7. **Public Comment:**

8. **Reports from Superintendent:**
   A. Items for Information
      1. District Happenings
      2. Resignations:
         - Lexie Hunt – DCS Ed Tech
         - Bobbi Maunsell – DCS 2nd Grade Teacher
         - Amy Wheeler – Math Strategist
         - Melissa Mills – DCS Special Education Teacher
         - Cecelia Martin – DCS 5th Grade Teacher
         - Michael Lawson – FHS Social Studies Teacher

9. **Administrator Reports:**
   A. Finance – Michelle Lickteig

10. **Board Comments and Committee Reports:**
    A. Board Information Exchange and Agenda Requests
       Valy Steverlynck requested a workshop on Finance and use of instruction time during the day (when class time is being used for other activities besides instruction like spring student photos)
B. Finance Committee
C. Strategic Communications

11. POLICY REVIEW:
A. A motion was made by deCspikes, seconded by Gidding to approve the following Policies (2\textsuperscript{nd} Read)

  JJE – Student Fundraising Activities
  DFF – Student Activities Funds
  IKB - Homework

Steverlynck Amendment: Add A12 to say “All fundraising activities should comply with all applicable Board policies.” 2nd Sterling

deCspikes Amendment to original motion: to vote on DFF and IKB -Student Activities Funds and Homework separately from JJE Student Fundraising Activities. 2\textsuperscript{nd} Gidding. Vote: 10-0

deCspikes Motion to approve JJE Student Fundraising Activities 2\textsuperscript{nd} Gidding. Vote: Tabled

Steverlynck amended her amendment for A12 to say: Student organizations will be encouraged to engage in fundraising projects that are supportive of healthy eating and student wellness. 2\textsuperscript{nd} Sterling. Vote: 8-2 (deCspikes, Gidding)

Steverlynck Amendment: A7 remove the word regarding and insert “prior to the start of “ in front of the fundraising activities.

Valy would like to amend (essentially withdraws her amendment to make another one)
her amendment to say “at the start of”
2\textsuperscript{nd} Pillsbury. Vote: 10-0

Steverlynck Amendment: A1 To add student participation rate and community building value.
2nd Maura. Vote: ________ no vote

Pillsbury Amendment to the Amendment: To split the amendment in two and vote on participation and community building value separately 2\textsuperscript{nd} Steverlynck

  Participation vote: 2-8 (Vertenten, Gidding, Sterling, Morang, Ritcheson, deCspikes, Clough, Galletta)
  Community Building Value vote: 7-3 (Galletta, Ritcheson, deCspikes)

Chair Ritcheson stated that we would table this policy to work on the amendment language of A1 back at the Policy Committee level.

12. UNFINISHED BUSINESS:
None

13. NEW BUSINESS:
A. VOTED: That pursuant to section 1485(4) of Title 20-A, the Finance Committee be authorized to transfer not more than 5% of the total appropriation for any cost center in the FY20 operating budget to another cost center or among other cost centers, provided that the total FY20 fiscal year operating budget shall not be increased by such transfers. (Morang - Gidding) (10 - 0)
14. PERSONNEL:
   None

15. PUBLIC COMMENT:
   None

16. ADJOURNMENT:
   VOTED: To adjourn at 8:12 p.m. (Giddinge - Steverlynck) (10 – 0).

[Signature]
Becky J. Foley, Superintendent of Schools
Policy Subcommittee Report

Committee: Policy
Meeting date: April 12, 2019
Chair: Candy deCsipkes
Committee Members in attendance: Candy deCsipkes, Maddy Vertenten, Kate Brown, Cynthia Alexander
Guests: Maura Pillsbury
   Michelle Licktieg

Review/Revise Policies:

The following policy was reviewed with no changes recommended.

   DI Fiscal Accounting and Reporting
   DA Fiscal Management Goals/Priority Objectives
   DB Annual Budget
   DIE Audits/Financial Monitoring
   DLB Tax Sheltered Annuities
   DM Cash in School Buildings

The following policies were revised and will be brought to the Board for 1st read on May 8, 2019.
   DBG Budget Adoption Process
   DJC Petty Cash Accounts

The following policy was revisited after revision and will be brought to the Board for 1st read on May 8, 2019.
   IKFB Graduation Exercises

The following policy was revised and will be brought to the Board for 2nd read on May 8, 2019.
   JIC Student Code of Conduct

The following policies were discussed and will be brought back to the Committee on May 3, 2019.
   DN School Properties Disposition
   DO Approval for New Programs

The next meeting will be held on, May 3, 2019 at 8:30 a.m.

Submitted by: Cynthia Alexander
TO: Kathryn Brown, Jeremy Clough, Candace deCspikes, Jennifer Galletta, Erica Giddinge, John Morang, Maura Pillsbury, Michelle Ritcheson, Lindsay Sterling, Valeria Steverlynck, Madelyn Vertenten, Clay Canterbury, Rhea Fitzpatrick


FROM: Cynthia Alexander, Assistant Superintendent of Curriculum, Instruction, and Assessment
DATE: May 1, 2019
RE: Review/Update of Policies

At the May 8, 2019 Board of Directors Meeting, the following policies will be on the agenda for 1st Read, 2nd Read and Review. The policies are attached.

1st Read Policies
DBG – Budget Adoption Process
DJC – Petty Cash Accounts

2nd Read Policies
JIC – System-Wide Student Code of Conduct
IKFB – Graduation Exercises

The following policies were reviewed with no recommended revisions and require no Board action.
DA – Fiscal Management Goals/Priority Objectives
DB – Annual Budget
DI – Fiscal Accounting and Reporting
DIE – Audits/Financial Monitoring
DLB – Tax Sheltered Annuities
DM – Cash in School Buildings
BUDGET ADOPTION PROCESS

Board adoption of the annual budget is to be accomplished prior to June 30 for the fiscal year beginning July 1.

The budget shall include, in addition to operating expenses and expected income for the ensuing year, the sums required for meeting bonds falling due, interest on the bonds and on other obligations, rentals and other fixed charges. The proposed budget shall be thoroughly explained and stakeholders the public shall be given an opportunity to be heard. Only those amounts pertaining to operating expenses, reserve or contingency funds, or capital outlay expenditures shall be subject to change by the voters.

Legal Reference: Title 20A MRSA Sec. 1304 ET SEQ; 15617 ET SEQ.

Adopted: January 27, 2010
Reviewed: April 30, 2014
Revised: ______________
PETTY CASH ACCOUNTS

In order to facilitate refunds and minor purchases, the Board authorizes a petty cash fund in each school and in the Central Office.

A school’s petty cash fund shall not exceed $200.00. The Central Office petty cash fund shall not exceed $200.00.

The custodian for such accounts at the schools will be the principal. The account custodian at the Central Office will be the Superintendent/designee. Each transaction must be supported with proper receipts by the account custodian.

Justifiable expenditures from the petty cash accounts will include but are not limited to: miscellaneous materials and supplies ($200.00 maximum) for office supplies, postage and shipping. Purchasing with petty cash funds should not be used to circumvent Board policies establishing purchasing authority or administrative purchasing procedures.

The petty cash funds will be replenished through accounts payable Business Office procedures after approval by the Superintendent/designee.

Adopted: January 27, 2010
Revised: November 30, 2011
Reviewed: April 30, 2014
Revised: ________________
SYSTEM-WIDE STUDENT CODE OF CONDUCT

Ethical and responsible student behavior is an essential part of the educational mission of our schools. To that end, the Board has developed this System-Wide Code of Conduct with input from school staff, students, parents and the community. The Code defines our expectations for student behavior and provides the framework for a safe, orderly and respectful learning environment.

Article 1—A. Standards for Ethical and Responsible Behavior

The Code of Conduct is intended to support and encourage students to meet the following state-wide standards for ethical and responsible behavior:

- Respect
- Honesty
- Compassion
- Fairness
- Responsibility
- Courage

Article 2—B. Code of Conduct

All students are expected to comply with the Code of Conduct and all related Board policies and school rules. The Code applies to students:

- on school property,
- while in attendance at school or at any school-sponsored activity, or
- at any time or place that such conduct directly interferes with the operations, discipline or general welfare of the school environment.

Article 3—C. General Behavior Expectations

The following expectations for student behavior are fundamental to a safe, orderly and respectful environment in our schools. Each student should:

1. Be courteous to fellow students, staff and visitors.
2. Respect the rights and privileges of other students and school staff.
3. Obey all Board policies and school rules governing student conduct.
4. Follow directions from school staff.
5. Cooperate with staff in maintaining school safety, order and discipline.
6. Attend school regularly.
7. Meet school standards for grooming and dress.
8. Respect the property of others, including school property and facilities.
9. Refrain from cheating or plagiarizing the work of others.
10. Refrain from vulgarity, profanity, obscenity, lewdness, and indecency.

**Article 4—D. Discipline**

Violations of the Code of Conduct may result in positive and restorative interventions and/or disciplinary action. Administrators have the discretion to tailor discipline to the facts and circumstances of the particular case. Consequences will range from a verbal warning for minor misconduct up to and including expulsion for the most serious offenses. Behavior that also violates the law may be referred to law enforcement authorities.

See Policies:

JK—Student Discipline
JKB—Detention of Students
JKD—Suspension of Students
JKE—Expulsion of Students

**Article 5—E. Expectations Related to Policy**

The following lists Board adopted policies related to expectations for student behavior, is a summary of the school unit’s expectations for student behavior. In many cases, the Board has adopted policies that address these expectations in greater detail. Students, parents and others should refer to the policies and student handbooks for more detailed information about the expectations and consequences. In case of an inconsistency between this Code of Conduct, Board policies and/or school handbooks, Board policies will prevail.

A. Violence and Threats

Students shall not engage in violent or threatening behavior. Prohibited behavior includes fighting, assault and/or battery, taking hostages, threats to commit violence against persons or property, or threats, intimidation, or harassment. Violations may result in disciplinary action up to and including expulsion.

See Policies:

JICIA—Weapons, Violence and School Safety
JICK—Bullying
EBCC—Bomb Threats

B. Weapons

Students shall not possess or use weapons of any kind (examples include but are not limited to firearms, explosives and knives). Students also shall not use any object,
although not necessarily designed to be a weapon, to inflict bodily harm and/or to threaten, intimidate, coerce or harass another person (examples include but are not limited to bats, lighters, tools and toy weapons). Firearms violations will result in expulsion in accordance with state and federal statutes; other weapons violations may result in disciplinary action up to and including expulsion.

See Policies:

JICIA—Weapons, Violence and School Safety
JICK—Bullying

C. Hazing

Hazing is prohibited. Maine law defines injurious hazing as “any action or situation, including harassing behavior that recklessly or intentionally endangers the mental or physical health of any school personnel or a student enrolled in a public school.” No student shall plan, encourage or engage in such activities in connection with any school program or activity, including extracurricular, co-curricular and athletic activities. Students who engage in hazing activities are subject to suspension, expulsion and/or other appropriate disciplinary measures.

See Policy—ACAD—Hazing

D. Discrimination and Harassment/Sexual Harassment

Students shall not discriminate against other students on the basis of race, color, sex, religion, ancestry, national origin or disability. Nor should students harass one another on the basis of race, color, sex, sexual orientation, religion, ancestry, or national origin or disability. Sexual harassment is also prohibited. Harassment is grounds for disciplinary action up to and including expulsion.

See Policies:

AC—Non-discrimination
ACAA—Harassment and Sexual Harassment of Students

E. Bullying

Students shall not engage in bullying behavior, including unwanted physical contact, acts or communications of any kind that: 1) damage a student’s property; place a student in reasonable fear of physical harm and/or damage his/her property; and/or disrupt the instructional program or the orderly operation of the school; and/or 2) is so severe that it creates a hostile educational environment for the student who is bullied. Violations may result in disciplinary action up to and including expulsion from school.

See Policy—JICIA—Weapons, Violence and School Safety
F. Drug and Alcohol Use

Students shall not distribute, possess, use or be under the influence of any alcoholic beverage, drug, look-alike substance or other prohibited materials and/or substances as described in Board policy. Violations may result in disciplinary action up to and including expulsion from school.

See Policy — JICH — Drug and Alcohol Use by Students

G. Tobacco Use and Vaping

Students shall not smoke, use, possess, sell or distribute any tobacco products. This prohibition also applies to e-cigarettes and products and paraphilia associated with "vaping." Violations of this policy may result in disciplinary action up to and including suspension from school.

See Policy — ADC — Tobacco Use and Possession

H. Conduct on School Buses

Students must comply with all Board policies and school rules while on school buses. Students who violate these policies and rules on a school bus may have their riding privileges suspended or revoked, and may also be subject to additional disciplinary action, up to and including expulsion, depending upon their particular violation.

See Policy — JICC — Student Conduct on School Buses

I. Computer Technology/Internet Use

Students may use school computers technology devices, networks and Internet services only for educational purposes and other purposes authorized by the school unit. Students shall comply with all policies and rules governing acceptable use. Unacceptable use may result in use restrictions suspension or cancellation of computer technology privileges as well as additional disciplinary and/or legal action.

See Policy — IJNDB — Student Computer and Internet Use
F. **Athletic/Co-Curricular Activities**

Students must follow all RSU No. 5 Board policies and school rules while participating in athletics and co-curricular activities. Students who violate policies and rules may be subject to suspension or removal from the team/activity as well as additional disciplinary action under applicable Board policies and/or school rules.

**Article 6—G. Removal of Disruptive/Violent/Threatening Students**

1. Students who are disruptive, violent or threatening death or bodily harm to others may be removed from classrooms, school buses, or other school property when necessary to maintain order and safety. The staff member who orders the student
removed should arrange to have the student escorted to the office or other designated location.

2. If a student does not comply with a staff member’s order to leave, the staff member will contact an administrator, or, if not available, another suitable person, who shall respond promptly.

3. Staff members should not use physical force or restraint, except to the minimum extent necessary to protect any person from imminent physical harm. Staff members are not required to take action that puts them at risk of serious injury.

4. The responding administrator will take appropriate action. If the student fails to obey verbal directions, force or restraint may be used only to the minimum extent necessary to protect any person from imminent physical harm or to quell a disturbance. Whenever practicable, law enforcement should be called to restrain or physically remove the non-compliant student. The administrator may invoke the school unit’s crisis response plan if appropriate.

See 20-A MRSA § 4009—Protection from Liability
See Comprehensive Emergency Management Plan

Article 7—H. Special Services

1. **Referral.** The school unit has adopted policies and procedures for determining when a student shall be referred for special services.

   See Policies:

   HBAA—Referral/Pre Referral Policy of Students with Disabilities
   HBAC—Child Find

2. **Review of Individual Educational Plan.** The school shall schedule an IEP meeting to review the IEP of a student who has been removed from class when: a) school officials and/or the parent believes the student may present a substantial likelihood of injury to himself/herself or other; b) the class removals are sufficient to constitute a change in the student’s special education program; or c) school officials or the parent believes that the student’s behavior may warrant a change in educational programming.

   See Policy—JKF—Disciplinary Removals of Students with Disabilities

Article 8—I. Referrals to Law Enforcement Authorities

The Superintendent and administrators have the authority to seek the assistance of law enforcement authorities when there is a substantial threat to the safety of the schools, students or staff. The Superintendent/administration may also inform law enforcement...
enforcement authorities when they have reason to suspect that a student or staff member may have violated a local, state or federal statute. All serious offenses, as determined by the Superintendent, must be reported to law enforcement authorities.

See Policies:

KLG—Relations with Law Enforcement Authorities, OR
KLGA—Relations with School Resource Officers and Law Enforcement Authorities

Article 9—J. Dissemination of System-Wide Student Code of Conduct

The System-Wide Student Code of Conduct shall be distributed to staff, students and parents through handbooks and/or other means selected by the Superintendent and building administrators.

Cross Reference: AC – Nondiscrimination
ACAA – Harassment and Sexual Harassment of Students
ACAD – Hazing
ADC – Tobacco Use and Possession
EBCC – Bomb Threats
IHBA – Referral/Pre-Referral Policy of Students with Disabilities
IHBC – Child Find
JNDB – Student Computer and Internet Use
JCC – Student Conduct on School Buses
JCH – Drug and Alcohol Use by Students
JCI – Weapons, Violence and School Safety
JCK – Bullying
JK – Student Discipline
JKB – Detention of Students
JKD – Suspension of Students
JKE – Expulsion of Students
JKF – Disciplinary Removals of Students with Disabilities
KLG – Relations with Law Enforcement Authorities

Legal Reference: 20-A MRSA §§ 254 (11); 1001 (15), (15-A)

Adopted: March 24, 2010
Revised: January 23, 2013
Revised:
GRADUATION EXERCISES

It is the policy of the Board of Directors that only students who have fulfilled all requirements for graduation be permitted to participate in the annual diploma ceremony of Freeport High School.

Students who are not eligible to participate in the diploma ceremony for reasons beyond their control or responsibility may apply to the High School Administrator, including Guidance Principal for a limited waiver of this policy in order to attend other activities centered around graduation. In order to be granted this waiver the student must demonstrate all of the following:

1) That the student had consistently utilized his or her best efforts to comply with the rules and policies of the school;

2) That the student has a firm plan for completing his or her studies at the earliest possible time; and

3) That the student brought a written request for a waiver to the Principal at the earliest possible opportunity.

If the High School Administrator Principal, including with input from Guidance, find that the student has met these requirements and that granting the waiver would be in the best interest of both the student and his or her class, then the Principal may waive the policy to the extent that the student may participate in any or all senior activities other than the diploma ceremony.

Any appeal of an action pursuant to this policy is to the Superintendent.

Adopted: February 24, 2010
Reviewed: December 12, 2012
Revised: ________________
Memorandum

To: RSU5 Board of Directors and Superintendent Dr. Becky Foley
From: Cynthia Alexander, Asst. Superintendent
Date: May 8, 2019
Re: Comprehensive Education Plan

The Board is required to have in place a Comprehensive Education Plan (CEP). This plan contains copies of all state required policies, procedures, forms and other documents.

Annually, the Comprehensive Education Plan is updated as policies and procedures may change due to new regulations. Each year we ask the Board to affirm our updated Comprehensive Education Plan with a vote from its members.

The Comprehensive Education Plan is available for review by the Board or other members of our school community and is located at the Superintendent’s office.

Here are the 2018-2019 updates to the CEP:

- Personnel Plan - added Educational Technician Rubrics for evaluation; posted to website
- Professional Educator Certification- added the Local Credentialing Committee Plan and posted to website
- Affirmative Action Plan- added Affirmative Action Plan; posted to website
- Education of the Gifted and Talented - added FY19 application
- Plan for Use of ESSA Funds- Added the approved ESSA funds application.

Cynthia Alexander,
Assistant Superintendent
RSU5 Workplace Satisfaction Survey

Please take a few minutes to complete this short anonymous survey. Your responses will help us to understand where we can improve. If you work in multiple schools, please complete one survey for each school you work in.

* Required

I work as: *  
Mark only one oval.
- Teacher
- Educational Technician

I work in the following school: *  
Mark only one oval.
- Freeport High School
- Freeport Middle School
- Durham Community School
- Mast Landing School
- Powhatan Elementary School
- Morse Street School

A. School Climate

A1. How positive are the attitudes of your colleagues?  
Mark only one oval.
- 1 Not at all positive
- 2 Slightly positive
- 3 Somewhat positive
- 4 Quite positive
- 5 Extremely positive

A2. Overall, how positive is the working environment at your school?  
Mark only one oval.
- 1 Not at all positive
- 2 Slightly positive
- 3 Somewhat positive
- 4 Quite positive
- 5 Extremely positive

A3. On most days, how enthusiastic are the students about being at school?  
Mark only one oval.
- 1 Not at all
- 2 Slightly enthusiastic
- 3 Somewhat enthusiastic
- 4 Enthusiastic
- 5 Extremely enthusiastic

A4. Would you refer someone to work in your school?  
Mark only one oval.
- 1 Never
- 2 Sometimes
- 3 Often
- 4 Almost always
- 5 Always

A5. How often do your school's facilities need repairs?  
Mark only one oval.
- 1 Almost never
- 2 Once in a while
- 3 Sometimes
- 4 Frequently
- 5 Almost all of the time

B. Professional Learning
B1. How supported do you feel in your professional growth in your role?
Mark only one oval.
- 1 Not at all supported
- 2 Slightly supported
- 3 Somewhat supported
- 4 Quite supported
- 5 Extremely supported

B2. How useful are the professional development opportunities offered to you?
Mark only one oval.
- 1 Not at all useful
- 2 Slightly useful
- 3 Somewhat useful
- 4 Quite useful
- 5 Extremely useful

C. School Leadership

C1. How positive is the influence of the school leaders on the quality of your school?
Mark only one oval.
- 1 Negative
- 2 Slightly positive
- 3 Somewhat positive
- 4 Quite positive
- 5 Extremely positive

C2. How effective are the structures in your school or staff to provide feedback?
Mark only one oval.
- 1 Ineffective
- 2 Slightly effective
- 3 Somewhat effective
- 4 Effective
- 5 Extremely effective

C3. Does staff feedback impact decision making at the school/district level?
Mark only one oval.
- 1 Almost never
- 2 Once in a while
- 3 Sometimes
- 4 Frequently
- 5 Almost all the time

D. Evaluation

D1. How effective is your school's evaluation system at recognizing good work performance?
Mark only one oval.
- 1 Not at all effective
- 2 Slightly effective
- 3 Somewhat effective
- 4 Quite effective
- 5 Extremely effective

D2. How effective is your school's evaluation system in helping you improve?
Mark only one oval.
- 1 Not at all effective
- 2 Slightly effective
- 3 Somewhat effective
- 4 Quite effective
- 5 Extremely effective
E3. How effective is the district’s evaluation system in helping you reflect on and set goals to improve student achievement?
   Mark only one oval.
   ☐ 1 Not at all effective
   ☐ 2 Slightly effective
   ☐ 3 Somewhat effective
   ☐ 4 Quite effective
   ☐ 5 Extremely effective

E. Educating All Students

E1. How effective are the structures in your school that support the social-emotional needs of all students?
   Mark only one oval.
   ☐ 1 Needs to improve
   ☐ 2 Inadequate
   ☐ 3 Somewhat adequate
   ☐ 4 Adequate
   ☐ 5 Extremely adequate

E2. How effective are the structures in your school that support the academic learning needs of all students?
   Mark only one oval.
   ☐ 1 Needs to improve
   ☐ 2 Inadequate
   ☐ 3 Somewhat adequate
   ☐ 4 Adequate
   ☐ 5 Extremely adequate

E3. If you have concerns for a student beyond the reach of classroom level of intervention, how confident are you in accessing those structures?
   Mark only one oval.
   ☐ 1 Not at all
   ☐ 2 Slightly confident
   ☐ 3 Somewhat confident
   ☐ 4 Confident
   ☐ 5 Extremely confident

F. Staff-Family Relationships

F1. Overall, how supportive are your students’ families?
   Mark only one oval.
   ☐ 1 Not at all supportive
   ☐ 2 Slightly supportive
   ☐ 3 Somewhat supportive
   ☐ 4 Quite supportive
   ☐ 5 Extremely supportive

F2. When you face challenges with particular students, how supportive are the families?
   Mark only one oval.
   ☐ 1 Not at all supportive
   ☐ 2 Slightly supportive
   ☐ 3 Somewhat supportive
   ☐ 4 Quite supportive
   ☐ 5 Extremely supportive

G. Resources

G1. When students need help from an adult, how often do they have to wait to get that help?
   Mark only one oval.
   ☐ 1 Almost never
   ☐ 2 Once in a while
   ☐ 3 Sometimes
   ☐ 4 Frequently
   ☐ 5 Almost all the time
G2. How often do you feel you have adequate resources to support your students' learning?
Mark only one oval.

- 1 Never
- 2 Sometimes
- 3 Often
- 4 Almost always
- 5 Always

H. Teaching Efficacy

H1. How confident are you that you can help your school's most challenging students to learn?
Mark only one oval.

- 1 Not at all
- 2 Slightly confident
- 3 Somewhat confident
- 4 Confident
- 5 Extremely confident

H2. How confident are you that you can engage students who typically are not motivated?
Mark only one oval.

- 1 Not at all confident
- 2 Slightly confident
- 3 Somewhat confident
- 4 Confident
- 5 Extremely confident

H3. When one of your teaching strategies fails to work for a group of students, how easily can you think of another approach to try?
Mark only one oval.

- 1. Not at all easily
- 2 Slightly easily
- 3 Somewhat easily
- 4 Quite easily
- 5 Extremely easily

H4. If a parent were upset about something in your class, how confident are you that you could have a productive conversation with the parent?
Mark only one oval.

- 1. Not at all
- 2 Slightly confident
- 3 Somewhat confident
- 4 Confident
- 5 Extremely confident

I. Faculty Growth Mindset

I1. To what extent can teachers improve their implementation of different teaching strategies?
Mark only one oval.

- 1 Cannot improve
- 2 Slightly improve
- 3 Somewhat improve
- 4 Quite easily improve
- 5 Improve tremendously

I2. How open are you to instructional coaching?
Mark only one oval.

- 1 Not at all open
- 2 Slightly open
- 3 Somewhat open
- 4 Open
- 5 Extremely open
13. How possible is it for teachers to change how well they relate to their most difficult students?

Mark only one oval.

☐ 1 Cannot improve
☐ 2 Slightly improve
☐ 3 Somewhat improve
☐ 4 Quite easily improve
☐ 5 Improve tremendously

Suggestions

Thank you for participating in this survey. What other suggestions do you have for improving our schools/district in RSU8?