

REGIONAL SCHOOL UNIT 19

TO: RSU 19 Board of Directors
FR: Celia Demos / Mike Hammer
DT: January 20, 2022
RE: **Policy Committee Meeting Agenda**



DAY: **Tuesday**
DATE: **January 25, 2022**
TIME: 6:30 PM
PLACE: **Old Nokomis, 266 Williams Road, Newport**

AGENDA

I. Public Comment

II. New

A. Literacy Specialist Job Description

III. Policy Review

- A. KLG Relations with School Resource Officers and Law Enforcement Authorities
- B. JIC System-Wide Student Code of Conduct
- C. EGAF Telephone Services/Use - Recommend to Delete

IV. Other

V. Adjournment

A.D.A. Notice: If you have a special need that must be met to allow you to fully participate in this meeting, please contact the Office of the Superintendent at least two (2) days prior to this meeting.

RELATIONS WITH ~~SCHOOL RESOURCE OFFICERS~~ **CAMPUS SECURITY
MONITOR AND LAW ENFORCEMENT AUTHORITIES**

The Board of School Directors recognizes that a cooperative relationship with law enforcement authorities is desirable for the protection of students and staff and in maintaining a safe school environment. ~~To that end, RSU 19 and the Newport Police Department have established a School Resource Officer (SRO) program. The Board of School Directors hereby officially designates the police officers assigned by the Newport Police Department to serve as SROs as the law enforcement unit of RSU 19. The purpose of the SROs is to enforce local, state, and federal laws against any individual or organization other than the school unit itself and to assist in maintaining the physical security and safety of RSU 19.~~

In keeping with RSU 19's mission, the primary roles of the **SROs Campus Security Monitors** are to:

- Provide support and assistance to the school administration and staff to maintain a safe and constructive learning environment;
- ~~Serve as a resource to administrators and teachers in planning and providing age appropriate educational programs that foster respect for the law, an understanding of law enforcement, and safe and healthy behaviors;~~
- ~~Serve as a resource to administrators and staff concerning law enforcement and child welfare issues;~~
- Assist individual students and their families in addressing issues **related to law enforcement** and helping students to have a meaningful school experience; and
- Serve as a liaison between the schools and **the Newport Police Department local law enforcement** in addressing issues of concern to both departments.

School administrators and staff have the primary responsibility for maintaining proper order in the schools and for disciplining students for violations of **Committee Board** policies and school rules. However, the Superintendent and administrators may seek the assistance of a ~~SRO and/or~~ law enforcement agency when they believe there is a threat to the welfare and safety of the schools, students and/or staff. The Superintendent and administrators shall also inform ~~an SRO and the Newport Police Department or~~ other applicable law enforcement agencies **ies** when they have reason to suspect that a student or staff member may have violated a state or federal criminal law.

In general, the Board of ~~School~~ Directors discourages ~~SROs and other~~ law enforcement authorities from using the schools as a venue to arrest and/or question students for activities not related to or affecting the schools. The Superintendent and administrators retain the authority to deny access to students for non-school-related investigations.

Under this policy, **SROs** Campus Security Monitors are considered to be school officials with legitimate educational interests in reviewing educational records in order to perform their professional responsibilities.

The Board of **School** Directors authorizes the Superintendent to develop administrative procedures, ~~in consultation with the Newport Police Department,~~ to guide interactions between the schools, ~~the SROs,~~ and ~~the Newport Police Department.~~ **local law enforcement agencies.** Such procedures should safeguard the rights to students and parents and be consistent with the School Board policies. Administrators may also develop appropriate building-level procedures regarding the role and activities of **SROs Campus Security Monitors** in their schools. All administrative procedures must be consistent with School Board policies ~~and the SRO program agreement between RSU 19 and the Newport Police Department,~~ and are subject to approval by the Board.

Legal Reference: 20 IL&C 1232g; 34 CFR Part 99
Cross Reference: KLG-R

**REGIONAL SCHOOL UNIT 19
JOB DESCRIPTION**

TITLE: **Literacy Specialist**

QUALIFICATIONS: 1. Maine Department of Education Literacy Specialist Certification;
 2. Minimum of 3 years of classroom teaching experience;
 3. Formal training in individual and small group literacy interventions;
 4. Strong oral and written communication; and
 5. Literacy leadership skills

REPORTS TO: Building Principal

ROLES and RESPONSIBILITIES:

1. Provide individually designed lessons for students needing supplemental support.
2. Provide small group lessons for students needing supplemental support.
3. Participate in the Continued Professional Development
4. Serve as a resource to teachers, providing them with suggestions, materials, or approaches to classroom instruction
5. Collect and analyze literacy data to assess and inform teaching and learning
6. Coordinate and collaborate with the building based coach to align support for teachers and students.
7. Schedule and organize regular Title I meetings to analyze student data, goals and to establish new goals.
8. Meet with the school-base coach and District Level Literacy Coach on a regular basis to look at trends in student data.
9. Assume additional duties and responsibilities as may be assigned by the immediate supervisor

TERMS OF EMPLOYMENT: Same as Teacher Contract

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of Professional Personnel

January 2022

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 School 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.

The Board believes that each member of the school community should take responsibility for his/her own behavior. To that end, the Board recognizes the need to define unacceptable student conduct, identify the possible consequences for unacceptable conduct, and ensure that discipline is administered fairly, promptly, and appropriately.

The Student Code of Conduct applies to students who are on school property, who are in attendance at school or at any school-sponsored activity, or whose conduct at any time or place directly interferes with the operations, discipline, or general welfare of the school.

The Student Code of Conduct shall be distributed to students, parents and staff through handbooks and/or other methods deemed appropriate by the Superintendent and building administrators.

Article 1 Standards for Ethical and Responsible Behavior

The Code of Conduct is intended to support and encourage students to meet the following RSU 19 **community** standards for ethical and responsible behavior:

- CommUNITY – minded when committed to a mutually supportive climate that ensures the safety and well-being of each individual.
- Compassionate when recognizing and responding to the needs of others.
- Courageous when standing for beliefs in the face of challenge, defending moral and ethical decisions and accepting the results of their actions.
- Honest with self and other in words, deeds and actions.
- Respectful of people, property and environment.
- Responsible by honoring commitment and being accountable for their words, deeds and actions.
- Fairness – all people treaded equally.

Article 2 Code of Conduct

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

1st Reading 05/19/09

Adopted: 06/16/09; Revised:

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

Article 3 General Behavior Expectations and Discipline Policies

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

1. Be courteous to fellow students, staff and visitors.
2. Respect the rights and privileges of other students and school staff.
3. Obey all School 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.

Violations of the Code of Conduct may result in disciplinary action. Disciplinary consequences depend upon the seriousness of the violation and the student's prior disciplinary record. 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

JKD Suspension of Students

JKE Expulsion of Students

~~*JKD Student Suspension and Expulsion*~~

Article 4 Expectations

The following is a summary of RSU 19's expectations for student behavior. In many cases, the School 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 information about the expectations and consequences. In case of an inconsistency between the Code of Conduct, School Board policies and/or school handbooks, the School 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
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 policy: JICIA Weapons, Violence and School Safety

C. Bullying

Bullying is not acceptable conduct in RSU 19 schools and is prohibited. Any student who engages in conduct that constitutes bullying shall be subject to disciplinary consequences including suspension and expulsion. A student's bullying behavior may also be addressed through other behavioral interventions.

See policy: JICK Bullying

D. 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

E. Discrimination and Harassment/Sexual Harassment

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

See policies: AC Nondiscrimination/Equal Opportunity and Affirmative Action

*ACAA **Harassment and Sexual Harassment of Students***

F. Drug and Alcohol Use

Students shall not distribute, possess, use or be under the influence of any **“bath salts”** or alcoholic beverage, drug, or look-alike substance as described in School 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

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 Electronic Cigarettes, Vaporizing Devices, Tobacco and Nicotine Use and Possession

H. Conduct on School Buses

Students must comply with all School 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 the particular violation.

I. Computer/Internet Use

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

See policy: *IJNDB ~~Co-Curricular Code of Conduct~~ Student Acceptable Use Policy*

J. ~~Co-Curricular Code of Conduct~~ Athletic/Extracurricular Activities

Students must follow all ~~School~~ RSU 19 Board policies and school rules while participating in athletics and extracurricular activities. In addition, a separate policy has been developed governing students participating in these activities. Students who violate ~~the policy~~ policies may be subject to suspension or removal from the team/activity as well as additional disciplinary action under School Board policies and/or school rules.

See policy: *~~JJ—Co-Curricular and Interscholastic Programs~~
JJIC Co-Curricular Policy Standards and Conduct for Participation*

Article 5 Removal of Disruptive/Violent/Threatening Students

- A. Students who are disruptive, violent, or threatening death or bodily harm to others will 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.
- B. 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.
- C. Staff members should not use force or restraint, except only 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.
- D. 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 M.R.S.A. § 4009—Protection from Liability~~
See Crisis Response Plan*

Article 6 Special Services**A. Referral**

RSU 19 has adopted policies and procedures for determining when a student shall be referred for special services.

*See policies: IHBAA Referral/Pre-Referral Policy
IHBAC Child Find Policy*

B. Review of Individual Education Plan

The School shall schedule a **PET** a meeting to review the IEP of a student who has been removed from class when:

1. school officials and/or the parent believes the student may present a substantial likelihood of injury to himself/herself or others;
2. the class removals are sufficient to constitute a change in the student's special education program; or
3. school officials or the parent believes that the student's behavior may warrant a change in educational programming.

See policy: JKF Disciplinary Removal of Students with Disabilities

~~C. Time Out Rooms and Therapeutic Restraint~~

~~RSU 19 also has established a policy on the use of time out rooms and therapeutic restraints as required by Maine statute.~~

~~*See policy: JKG Time Out Rooms and Therapeutic Restraint*~~

Article 7 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 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 policy: KLG Relations with Campus Security Monitor and Law Enforcement Authorities

Article 8 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.

Legal Reference: 20-A M.R.S.A. §§ 254 (11); 1001 (15)

~~*Taking Responsibility: Standards for Ethical and Responsible Behavior in Maine Schools and Communities*~~ (Report of The Commission for Ethical and Responsible Behavior, February 2001)

Cross Reference: AC - Nondiscrimination/Equal Opportunity and Affirmative Action
 ACAA/ACAA-R - Harassment and Sexual Harassment of Students
 ACAD - Hazing
 ADAA - School System Commitment to Standards for Ethical and Responsible Behavior
 ADC - Tobacco Use and Possession
 EBCC - Bomb Threats
 IHBAA – Referral and Use of General Education Interventions
 IHBAC - Child Find
 IJNDB – Student Computer and Internet Use and Internet Safety
 JICIA - Weapons, Violence, and School Safety
 JICH - Drug and Alcohol Use by Students
 JICK - Bullying
 JK - Student Discipline
 JKD - Suspension of Students
 JKE - Expulsion of Students
 JKF - Disciplinary Removals of Students with Disabilities

RECOMMEND TO DELETE

~~TELEPHONE SERVICES/USE~~

~~School telephones are for official school use only and the lines must be kept free for business calls. However, staff members may have to make emergency personal calls. The person making the call shall be expected to charge any long distance or toll charge to their number and inform his/her principal.~~

~~All long distance calls shall be recorded in books kept in the office where the telephone is stationed.~~

~~Whenever office telephones are unattended, teachers and staff shall consider it within their province to answer calls unless other duties prevent them from doing so.~~

~~Student use shall be permitted in emergencies or when necessary to contact parent or guardian.~~

~~Cross Reference: JFCK Student Use of Cellular Telephones and Other Electronic Devices~~