

REGIONAL SCHOOL UNIT 19



TO: RSU 19 Board of Directors  
FR: Celia Demos / Mike Hammer  
DT: March 15, 2022  
RE: Policy Committee Meeting Agenda

DAY: Tuesday  
DATE: March 22, 2022  
TIME: 6:30 PM  
PLACE: Old Nokomis, 266 Williams Road, Newport

AGENDA

- I. Public Comment
  
- II. Policy Review
  - A. KLG Relations with Campus Security Monitor and Law Enforcement Authorities  
Job Description Campus Security Monitor
  - B. JIC System-Wide Student Code of Conduct
  - C. EBCA Comprehensive Emergency Management Plan
  
- III. New Policy
  - A. KDB Public's Right to Know/Freedom of Access
  
- 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 **the Campus Security Monitor** ~~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 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: **Campus Security Monitor**

LOCATION: Nokomis Regional High / Middle School

QUALIFICATIONS:

1. High School Diploma or equivalent.
2. Maine authorization as an Ed Tech I (or higher).
3. Ability and interest in supervising young people.
4. Ability to make good judgments relative to student and visitor behavior.
5. Ability to follow safety and security protocols established by school Administrators.
6. Ability to interact with campus visitors in support of safety and security.
7. Evidence of training (or willingness to obtain training) on diffusion techniques. Ability to defuse potentially contentious and or harmful situations.

REPORTS TO: Building Principal(s)

JOB GOAL: To assist with campus safety and security through the monitoring of student and visitor behavior and the following of established security protocols.

PERFORMANCE RESPONSIBILITIES:

1. Monitors the student parking lot.
2. Monitors the main entrance(s) during arrival and dismissal.
3. Communicates frequently with other security personnel.
4. Communicates with the main office regarding the dismissal of students during the school day.
5. Performs security sweeps of the campus and exterior doors during the school day.
6. Monitors campus visitors to help ensure that safety and security practices are followed.
7. Responds as directed by administration to other matters of safety and security during the school day.
8. Ability to defuse potentially dangerous and or harmful situations.

9. Performs such other duties, consistent with this position, as may be assigned by the Principal or designee (IEP meetings, Safety Committee meetings, etc).

**PHYSICAL QUALIFICATIONS:**

1. Visual acuity to include color, depth perception & field of vision with/without correction.
2. Sufficient auditory function to hear phones, pager, instrument and/or system alarms.
3. Ability to communicate verbally with others - including phone and radio equipment.
4. Manual dexterity in the operation of a computer.
5. Ability to sit or stand for prolonged periods of time.
6. Ability to complete repetitive motions including bending, stooping, reaching, jogging, running and walking
7. Ability to lift 40-50 pounds.

**TERMS OF EMPLOYMENT:** Hourly rate to be established by the Board and work year up to 181 days (or as established by the Board).

**EVALUATION:** Performance of this job will be evaluated annually by the Building Principal(s)

**Note:** This job description is subject to ongoing review and/or revision.  
Updated 9/15/20

## ~~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:

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 up to and 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 appropriate disciplinary measures up to and including suspension, and 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*

*See Policy: JKAA Use Physical Restraint and Seclusion*

**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 (IEP)**

The School shall schedule a **PET** 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  
JKAA – Use of Physical Restrain and Seclusion  
JKD - Suspension of Students  
JKE - Expulsion of Students  
JKF - Disciplinary Removals of Students with Disabilities

**COMPREHENSIVE EMERGENCY MANAGEMENT PLAN  
(Formerly: CRISIS RESPONSE PLAN)**

The Board hereby adopts the RSU 19 Comprehensive Emergency Management Plan. The Superintendent and building administrators shall be responsible for developing, in consultation with staff and persons or agencies with expertise in planning for and responding to emergencies, a comprehensive emergency management plan that identifies and addresses all hazards and potential hazards that could reasonably be expected to affect the school unit and school facilities.

The Superintendent and building administrators shall be responsible for ensuring that the plan is implemented in each school and evaluated on an annual basis and after each incident when the plan is used. It is understood that specific procedures may vary from school to school due to differences in school facilities and the ages of students.

As required by law, the Board will approve the plan annually. Any substantive changes in the plan shall be subject to the approval of the Board.

The following information pertaining to the RSU 19 Comprehensive Emergency Management Plan is considered public information:

- A. A description of the scope and purpose of the Plan and the process used for developing and updating it;
- B. General information on auditing for safety and preparedness;
- C. Roles and responsibilities of school administrators, teachers and staff and the designated chain of command during an emergency; and
- D. Strategies for conveying information to parents and the general public during an emergency.

Except as specified in paragraphs A through D above, those portions of the Comprehensive Emergency Management Plan and any other records describing security plans, security procedures or risk assessments prepared specifically for the purpose of preventing or preparing for acts of terrorism shall not be considered public information under the Freedom of Access Act but only to the extent that the release of such information could reasonably be expected to jeopardize the physical safety of school unit personnel or the public. For the purpose of this policy, "terrorism" is defined as in 1 M.R.S.A. § 402(3)(L) as "conduct that is designed to cause serious bodily injury or substantial risk of bodily injury to multiple persons, substantial damage to multiple structures whether occupied or unoccupied or substantial physical damage sufficient to disrupt the normal functioning of a critical infrastructure."

Legal Reference: 20-A MRSA § 1001(16)

Adopted: 05/19/09

## PUBLIC'S RIGHT TO KNOW/FREEDOM OF ACCESS

The Board recognizes the importance of a well-informed public to the operations of the school unit. The Board will comply with all applicable sections of Maine's Freedom of Access Act.

The Board designates the Superintendent, and to act in the absence of the Superintendent, the Assistant Superintendent [or \_\_\_\_\_] as the Public Access Officer for RSU 19

**[NOTE: 1MRSA § 413 requires each school administrative unit to designate “an existing employee” as its public access officer. The public access officer is responsible for ensuring compliance in regard to Freedom of Access requests (see 1MRSA § 413(1)). A person designated as a public access officer is required to complete a course of training on the requirements of Maine’s Freedom of Access Act as related to public records and proceedings and must do so no later than the 120<sup>th</sup> day after such designation (see 1 MRSA § 412(1)). As with school board members, a person designated as public access officer may meet the training requirement by reviewing all the information made available by the State of Maine on the Frequently Asked Questions portion of its Freedom of Access website, or by completing any other training course that includes all of this information. Certification of completion is also required (see 1MRSA § 412(3)).]**

Except as otherwise provided by statute, all Board proceedings shall be open to the public, any person shall be permitted to attend, and any records or minutes of such proceedings that are required by law shall be made promptly and shall be open to public inspection.

Board agendas and minutes, proposed and approved Board policies, annual budget reports, student handbooks and Board member Freedom of Access training documentation/certificates shall be available for immediate inspection and/or copying in the Superintendent's Office. Requests for all other public records shall be made, preferably in writing, to the Superintendent, specifying the records desired for inspection/copying. The Superintendent/designee may request clarification concerning which public record or records are being requested.

The Superintendent/designee shall acknowledge receipt of a request for inspection and/or copying of public records within five working days of the request.

**[NOTE: This change is the result of the Maine Legislature’s enactment of L.D. 104, “An Act To Amend the Laws Governing Public Records,” signed into law June 24, 2013 and effective October 9, 2013. Previously, the law had required acknowledgement of the receipt of a request to inspect and/or copy a public record within a “reasonable period of time.”]**

If the request is denied, the Superintendent/designee shall inform the requestor in writing within five working days of the request and shall state the reason for denial. Otherwise, inspection and/or copying may be scheduled to occur within a reasonable period of time following the request at a time that will not delay or inconvenience the regular activities of the school unit.

RSU 19 is not required to create a record that does not exist.

**[NOTE: What should be regarded as a “reasonable period of time” for producing records for inspection depends upon the circumstances. Some documents are more accessible than others, and some requests more complex or difficult to fulfill, e.g., those requiring retrieval from multiple files, redacting (blacking out) of confidential information, searching computer networks or converting a record to a usable form. Other documents, such as Board meeting minutes and Board policies are typically kept in a central location and easily retrieved. It would be reasonable to expect that such documents would be provided expeditiously. ]**

## ELECTRONICALLY STORED PUBLIC RECORDS

In compliance with the Freedom of Access Act, RSU 19 will provide access to an electronically stored public record as a printed document or in the medium in which the record is stored, at the requester’s option, except that the school unit is not required to provide access to an electronically stored public record as a computer file if the school unit does not have the ability to separate or prevent the disclosure of confidential information contained in or associated with that file. RSU 19 is not required to provide access to a computer terminal.

**[NOTE: We recommend consultation with your school attorney if there is a question as to whether a document or particular information must be provided in response to a Freedom of Access request, or the form in which it must be provided.]**

## FEES

Except as otherwise provided by law or court order, RSU 19 may charge fees as follows:

## MAINE SCHOOL MANAGEMENT ASSOCIATION

NEPN/NSBA Code: KDB

- A. A fee of \_\_\_\_\_ per page to cover the cost of copying. **[NOTE: The statute provides for a “reasonable fee to cover the cost of copying.”]**
- B. A fee of \_\_\_\_\_ per hour after the first half hour of staff time per request to cover the actual cost of searching for, retrieving, and compiling the requested public record. Compiling the public record includes reviewing and redacting confidential information. **[NOTE: By statute, this fee may not exceed \$15.00 per hour.]**
- C. If conversion of a public record into a form susceptible of visual or aural comprehension or into a usable format is necessary, a fee to cover the actual cost of conversion.
- D. A charge for the actual mailing costs to mail a copy of the record.
- E. No fee shall be charged for inspection of public records, unless the record cannot be inspected without being compiled or converted, in which case paragraph B or C applies.

As required by law, the school unit will provide the person making the request an estimate of the time necessary to complete the request and of the total cost and, if the estimated total cost exceeds \$30.00, will inform the requestor before proceeding. If the estimated total cost is greater than \$100.00 or if the requestor has previously failed to pay a fee assessed for access to RSU 19 records, the requestor may be required to pay all or a portion of the estimated cost prior to the search, retrieval, compiling, conversion and copying of the public record.

The Superintendent is directed to develop and implement such administrative procedures as may be necessary to carry out this policy.

Legal Reference: 1 M.R.S.A. § 401 et seq.

Cross Reference: BEC – Executive Sessions  
 GBJ – Personnel Records and Files  
 JRA – Student Educational Records