

REGIONAL SCHOOL UNIT 19

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



DAY: **Tuesday**
DATE: **April 26, 2022**
TIME: 6:30 PM
PLACE: **Old Nokomis, 266 Williams Road, Newport**

AGENDA

- I. **Public Comment**

- II. **Policy Review**
 - A. BE By Laws
 - BG School Board Policy
 - BG-R Policy Adoption Procedure

- III. **New Policy**
 - A. JICA Student Dress Code (MSMA & SAD 48)

- 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.

**BY LAWS
BOARD OF DIRECTORS
REGIONAL SCHOOL UNIT 19**

**Article 1
Central Office and Records**

1. The Central Office of the Board of Directors of Regional School Unit 19 hereinafter referred to as "Board", shall be at 182 Moosehead Trail, Newport, Maine.
2. All Records except those required by law to be kept elsewhere, or those which by reason of the operation of Regional School Unit 19 affairs must be maintained elsewhere, shall be kept at the Central Office.

**Article 2
Meetings**

1. Regular Meetings of the Board of Directors shall be held on the second Tuesday of each month, unless another day has been specified at a previous meeting; provided however, that if such Tuesday be a holiday, or a school storm day, the meeting shall be held on the next regularly scheduled meeting date. The Chair, (or if unavailable, the Vice-Chair,) along with the Superintendent, may cancel a meeting if deemed necessary. Board members will be notified of cancellation. A notice of and an agenda for all regular meetings shall be sent by the Superintendent of Schools to all members at least three (3) days prior to stated date.
2. The Annual Meeting of the Board of Directors shall be held at the first regular meeting following the completion of all annual Town Meetings of member towns for the purpose of reorganization of the Board to elect Board Officers and committee membership.
3. A Special Meeting of the Board is a meeting that is held to address important matters that arise between regular meetings and/or require Board action before the time set for the next regular meeting, or to consider a single subject in one session.

A special meeting may be called at any time at the discretion of the Chair or if unavailable, the Vice Chair, at the request of the Superintendent.

The Superintendent shall be responsible for providing notice of a special meeting to Board members and the media at least 72 hours in advance of the meeting. The notice or agenda shall indicate the subject(s) of the meeting and action to be taken.

4. Emergency Meetings of the Board is a meeting that is called because a matter is so urgent that it must be addressed immediately and the advance notice required for a special meeting cannot reasonably be provided.

An emergency meeting may be called by the Chair or at the request of the Superintendent.

Whenever practicable, 24 hour advance notice will be provided. The Superintendent shall notify the media of an emergency meeting by the same or faster means as used to notify Board members. The notice shall indicate the subject of the meeting.

No business may be transacted other than that related to the purpose for which the emergency meeting is called.

5. **Workshops and Informational Meetings** may be scheduled by the Board, and the Board, at its discretion, may schedule workshops and other meetings to discuss a particular subject or proposal or to gather input from staff, community, or other groups.

No formal action shall be taken by the Board at any meeting other than a regular meeting, special meeting, or emergency meeting.

Article 3 Order of Business

In each session of the Board, as far as consistent with the purposes of the meeting, the following is a minimum order of business that shall be observed.

1. Opening of Meeting
 - a. Flag salute
 - b. Adjustments to Agenda
 - c. Approval of Minutes of Meetings(s)
2. Public Comment
3. Reading of Communications
4. Reports
 - a. Superintendent
 - b. Board Chair
5. Report of Special Committees
6. Old Business
7. New Business
8. Future Agenda Items
9. Adjournment

- A. Regular Meetings - any business of the Board may be considered and acted upon at any regular meeting, provided all items of new business have been presented according to the order of business stated in Article 3. Requests for agenda items will be brought to the Superintendent and/or the Board Chair for further consideration.

- B. Special Meetings - At a special meeting, only such business of the Board may be considered and acted upon as was announced in the notice of the special meeting.

**Article 4
Voting**

- 1. A Quorum for the purpose of conducting business shall consist of 500 of the entire 998 votes.
- 2. ~~Items of Policy~~ **By laws** are passed and placed into effect only when a minimum of two-thirds of the entire votes 665/998 are registered in the affirmative. For business items, a majority of members present and voting will suffice.
- 3. Action relating to a change in written policies of the District may be made only after affirmative vote following the second reading.
- 4. Elections of Chair and Vice-Chair at Organizational Meetings shall be tallied with all Directors' votes being given equal weight.

In the event of a tie vote for either of the above officers, the tie shall be broken by tallying weighted votes.

**Article 5
Miscellaneous Procedures**

- 1. In all questions arising relative to correct parliamentary procedure, the Chair shall refer to the published Roberts Rules of Order and generally follow those procedures.
- 2. **Executive Session** of the Board shall be called and conducted in accordance with state law. Only the matter(s) stated in the motion to enter executive session shall be considered. No final action may be taken in executive session.

**Article 6
Board Sub-Committees**

- 1. Board sub-committees shall include the following committees; an adhoc committee may be formed by the Board in order to complete specified tasks:

Education Committee	Budget/Finance Committee
Policy Committee	Building Committee
Negotiation Committee	Transportation Committee
Scholarship Committee (adhoc)	Vocational Committee

2. Each sub-committee of the Board shall be represented by one Board member from each community, except for the scholarship and the vocational committees.

**Article 7
Amendments**

Except as otherwise provided by Law, these By-Laws may be amended, added to, altered, or repealed in whole or in part by a 2/3 majority vote of the Board of Directors, provided notice of the proposed amendment, addition, alteration, or repeal is given in the notice of such meeting.

SCHOOL BOARD POLICY

The RSU 19 Board considers policy development its most important governance function.

It is the intent of the Board to develop written policies that will serve as the foundation for the successful and efficient operation of RSU 19 and its schools.

The Board accepts the definition of policy set forth by the National School Boards Association:

School Board policies are statements that set forth the purposes and prescribe in general terms the organization and program of a school system. They create a framework within which the Superintendent and the staff can discharge their assigned duties with positive direction. They tell what is wanted. They may also indicate why and how much. Policies should define clearly the goals and objectives of the school system, allow for the flexibility that is vital in day-to-day operations, reflect the board's vision, define roles and responsibilities (who is supposed to do what), and include measurable outcomes.

It is the Board's intent that its policies set goals and provide direction and guidance for administrators, staff, and students and serve as sources of information for parents, community members and others who are interested in or connected with the schools.

The Board's policies are framed and are meant to be interpreted in terms of federal laws and regulations, state statutes, and the rules of the Maine Department of Education, State Board of Education, and other regulatory agencies at various levels of government. The Board's policies are also intended to reflect the Board's educational philosophy and instructional objectives, procedures, and practices that are supported by research and generally accepted by leaders and authorities in the field of public education.

The Board regards policy development and review as an ongoing process. The need for a new policy or revision or deletion of an existing policy may arise from a change in law and/or regulations, modification of the RSU's vision or goals, educational research or trends, the occurrence of a significant incident or a recommendation or request from Board members, school administrators, staff, parents, students or other interested persons. Adoption of new or revised policies and repeal of existing policies is solely the responsibility of the Board. Policies will be adopted, amended or repealed only by the

1st Reading: 06/16/09

Adopted: 08/10/09; Re-Affirmed 06/16/15; Revised: 1/19/21

affirmative vote of a majority of members present and voting.

Policies shall become effective upon Board adoption or at a future date designated by the Board at the time of adoption.

The Superintendent/designee will be responsible for distributing new or revised policies to Board members and for making policies accessible to school personnel, students and the public.

Legal Reference: 20-A MRSA §1001 (1) (A)

Cross Reference: BEDF – Voting Procedure
BG-R – Policy Adoption Procedure

1st Reading: 06/16/09

Adopted: 08/10/09; Re-Affirmed 06/16/15; Revised: 1/19/21

POLICY ADOPTION PROCEDURE

The following procedure shall be used to develop, adopt, review, revise and/or delete (repeal) RSU 19 Board policies:

- A. The Board's Policy Committee is charged with reviewing and recommending all new policies and policy changes to be considered by the Board.
 1. Individual Board members, Board subcommittees, the Superintendent, and members of the public may submit policy suggestions and concerns directly to the Policy Committee. Policy suggestions that are submitted to the Board Chair or the Superintendent will be forwarded to the Policy Committee. School unit employees should follow any and all applicable administrative procedures and/or collective bargaining agreement provisions for submitting policy suggestions.
 2. The Policy Committee, together with the Superintendent, will be responsible for reviewing and researching suggestions for new policies and policy changes. The Policy Committee may seek or ask the Superintendent to provide information such as, but not limited to, the specific need for the policy; the fiscal consequences of the proposed policy; the potential effect of the policy on the instructional program, staff, students and the community; samples of policies on the same or similar subjects; applicable provisions of state and/or federal law and regulations; and the anticipated costs and benefits of implementing, enforcing and monitoring the proposed policy.
 3. The Policy Committee may prepare draft policies or delegate the drafting of all or individual policies to the Superintendent.
 4. At an appropriate stage in the process, the Superintendent, on behalf of the Policy Committee and the Board, shall notify the bargaining agent for the school unit's teachers of any proposed new educational policy or proposed modification of any existing educational policy.

The Policy Committee may also seek input or discuss the proposal with other groups affected by the policy.

5. The Policy Committee will make reports to the Board regarding its activities and the status of policy development.

- B. Upon recommendation by the Policy Committee, the first reading of a new policy, revision or deletion of policy shall be placed on the agenda of a regular Board meeting. Board members shall receive the policy, supporting material, if appropriate, and any written recommendations in advance of the meeting date.

The Policy Committee Chair will explain the proposed policy or policy change. The Board may discuss the substance of the policy proposal, and a vote shall be held to acknowledge the first reading of the policy. Any changes to the policy agreed to by consensus or by vote on a motion to amend shall be made prior to the second reading.

- C. At a subsequent regular meeting, no sooner than two after the first reading, the policy shall be placed on the agenda for second reading and action. Amendments may be introduced and acted upon. If a main motion to approve the policy is not passed at such a meeting by a majority vote of Board members present and voting, the process for that policy is ended unless the Board, by vote, takes action to table further consideration of the policy or otherwise dispose of the policy (e.g., refer it back to the Policy Committee for further research).
- D. The Superintendent will be responsible for making new and revised policies available to Board members, RSU 19 personnel, students and the public by sending copies to the schools, updating the school unit's website and/or other appropriate means as soon as practicable following adoption.

Legal Reference: 26 MRS § 965(1) (C)

Cross Reference: BEDB - Agenda
BG - School Board Policy
CHD - Administration in the Absence of Policy

STUDENT DRESS

The Board recognizes that responsibility for the dress and appearance of students rests with individual students and their parent(s)/guardian(s). The Board will not interfere with this right unless the personal choices of students create a disruptive influence on the school program or affect the health or safety of others.

Students are encouraged to use sound judgment and reflect respect for themselves and others in dress and grooming. In keeping with the goals of the school unit to provide a safe, healthy and non-discriminatory environment for educating students for maximum academic and social development, the following restrictions on dress shall be enforced.

- A. Articles of clothing that promote the use of tobacco, alcohol or other drugs may not be worn on school grounds (when school is in session) or at school functions.
- B. Clothing, footwear, insignia or accessories that are intended to identify the wearer as a member of a particular gang are prohibited.
- C. Articles of clothing with displays that are sexual, vulgar, lewd or indecent or include insulting words (e.g., racial/ethnic slurs) are impermissible.
- D. Clothing that is destructive of school property (e.g., cleats, pants with metal inserts that scratch furniture) is not permitted.

School administrators or teachers may require special clothing for health and safety reasons for students participating in physical education, certain extracurricular activities, work with or around machines or other activities. However, no particular brand may be required.

The Superintendent is responsible for the development of any administrative procedures necessary to implement this policy.

Adopted: _____

PLEASE NOTE MSMA sample policies and other resource materials do not necessarily reflect official Association policy. They are not intended for verbatim replication. Sample policies should be used as a starting point for a board's policy development on specific topics. Rarely does one board's policy serve exactly to address the concerns and needs of all other school units. MSMA recommends a careful analysis of the need and purpose of any policy and a thorough consideration of the application and suitability to the individual school system.

MSMA sample policies and other resource materials may not be considered as legal advice and are not intended as a substitute for the advice of a board's own legal counsel.

STUDENT DRESS CODE AND FRAGRANCE POLICY

A. Dress Code

Well-dressed and groomed students tend to have a more positive attitude toward school and toward their fellow students. It is expected that our students dress neatly and appropriately at all times. The following guidelines are enforced for the health and well-being of all.

1. Footwear of some kind must be worn.
2. Clothes must be clean and neat and must meet reasonable standards of hygiene and social conduct. Cleanliness must be observed and maintained.
3. Prohibited: swim wear; ripped, shredded or slashed clothing; decorations and designs advertising drugs, liquor or tobacco products. Decorations or designs promoting violence or having an erotic or suggestive content shall not be worn. Designs or artwork that are offensive to students or faculty are a detriment to an educational environment. They shall be removed or reversed on request.
4. Nothing that could be hazardous/damaging to oneself, to others, or to property should be worn and must be removed on request.
5. Dress should be appropriate for weather and season. The building is kept at the recommended minimum temperature in order to conserve energy, therefore, students should keep this in mind and wear suitable indoor clothing.
6. Outdoor clothing (heavy jackets, boots and hats) should be kept in lockers or storage areas during school hours.

B. Fragrance

The M.S.A.D. #48 Board of Directors has the goal of maximizing student potential and educational achievements. That goal cannot be realized by students who have difficulty breathing or concentrating as the result of the use or overuse of fragrant substances by other students.

Administrators are authorized to take appropriate measures, including sending students home, to curb excessive use of perfumes, after shaves, and other fragrant substances.

adopted: 5/06/98