



POLICY DEVELOPMENT NEWS

ANNUAL UPDATE

49 Community Drive
Augusta, Maine 04330
Phone: 622-3473—Fax: 626-2968
Website: www.msmaweb.com

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MSMA STAFF

Dale Douglass
Executive Director
ddouglass@msmaweb.com

Charlotte Bates
Director of Policy and Resource
Services
cbates@msmaweb.com

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Consistent with MSMA tradition, this annual issue of *Policy Development News* provides superintendents and school board members with updated versions of the following:

- Index to MSMA *Policy Development News*
- Policies Required by Law or Regulations
- Required and Recommended Special Education Policies
- Policies Recommended by MSBA Delegate Assembly Resolutions

New / Revised Policies in 2016

Board members and superintendents frequently ask whether they have the most recent version of a MSMA sample policy or administrative procedure. For the convenience of our members, we have included in this update a list of policies, procedures, and exhibits (forms, templates) developed or revised in 2016. The list appears on page 6.



POLICY DEVELOPMENT NEWS — Index Update

This index lists sample policies and articles published in *Policy Development News* or in policy bulletins from January 1991 through December 2016. Prior to utilizing sample policies from the following list (especially the older ones), please check with MSMA to see that the legal references are still current. Laws and regulations are frequently amended or repealed, and thus, school units must review legal citations before adopting policies.

In addition, MSMA periodically reviews its samples and may make minor language changes. Samples which undergo major revisions are published in the newsletter or special policy bulletins.

If you have any questions regarding the status of a particular sample policy or you need to request copies of samples, please call Charlotte Bates, Director of Policy and Resource Services, at (207) 622-3473 or 800-660-8484.

MSMA recommends that each school unit maintain a file for *Policy Development News* and policy bulletins in the Superintendent's Office for future reference.

| NEWSLETTER TOPIC | DATE | NEWSLETTER TOPIC | DATE |
|--|---------------------------------|---|---------------------------------------|
| Academic Punishment | 5/94; 7/93 | Code of Conduct | 6/12; 6/02; 5/02; 2/02; 11/01 |
| Accountability-Reporting to the Public | 2/05 | Committees, Advisory | 3/04 |
| Achievement, Student, Evaluation of | 2/05 | Committees, Board Standing | 12/09; 3/04 |
| ADHD | 8/16 | Community Involvement in | |
| Administration of Medication to Students | 8/16; 10/15; 8/05, 6/04 | Decision Making | 3/93 |
| Administrative Staff Hiring | 11/91 | Community Service | 8/95 |
| Administrative Procedures | 5/10; 12/09; 10/06 2/02; 2/96 | Community Use of School Facilities | 11/93 |
| Admission of Students | 3/93 | Competitive Food Sales | 2/06; 8/05 |
| Admission of Homeless Students | 5/03 | Compulsory Attendance | 12/07; 6/04; 11/03 |
| Advertising in the Schools | 12/07; 6/90 | Concussions | 8/12 |
| Advisory Committees, Board | 3/04 | Core Curriculum | 1/94 |
| Agenda | 12/09; 3/09; 2/04 | Conflict of Interest, Board Member | 6/07; 3/92 |
| Alternative Education | 5/08 | Crisis Response Plan (See Emergency Management Plan) | 6/10; 12/07; 10/06; 6/02; 11/98; 8/90 |
| Animals in Schools | 3/10; 11/97 | Curriculum | 6/14; 1/94 |
| Assessment, Student | 7/15; 2/05; 4/03 | Cyberbullying | 10/12 |
| Assignment of Students to Classes | 4/03 | Decision Making | 3/93 |
| Athletics (see Sports) | 9/06 | Destruction of School Records | 5/10; 11/92 |
| Attendance | 5/08; 6/04; 11/03; 3/99; 2/90 | Disabled/Disability | 5/92 |
| Automated External Defibrillators (AEDs) | 7/15; 12/07 3/07 | Disposing of School Property | 11/91 |
| Basic Instructional Program | 2/05 | Do Not Resuscitate (DNR) Requests (see: Students: Life-Sustaining Emergency Medical Care) | 5/94 |
| Bidding and Purchasing | 8/98 | Dress Codes | 9/94 |
| Blood borne Pathogens | 5/94 | Drop-out Prevention | 6/04; 2/90 |
| Board Chair—Appointment/Recall | 11/94; 3/93 | Drug-Free Schools | 5/91 |
| Board Committees, Advisory | 3/04 | Drug-Free Workplace | 9/11; 11/94; 9/91; 5/91 |
| Board Committees, Standing | 12/09; 3/04 | Drug Testing, Athletes | 8/95 |
| Board Executive Sessions | 12/09; 5/05 | Drug Testing, School Bus Drivers | 6/98; 2/96; 11/94 |
| Board Governance Policies | 2/04; 3/04 | Educational Foundations | 4/10 |
| Board Governance Policies—RSUs | 3/09 | Educational Philosophy | 1/94 |
| Board Meetings (Type) | 2/04 | Educator Effectiveness | 8/16; 7/15 |
| Board Meetings, Public Participation | 12/03; 8/91 | Electronic Mail | 6/00 |
| Board Member Conflict of Interest | 2/07; 3/92 | Emergency Evacuation Drills | 7/15; 6/10 |
| Board Member Development/Orientation | 12/08; 8/00 | Emergency Management Plan | 6/10; 4/03 |
| Board Member Freedom of Access Training | 9/08 | Employee Harassment | 8/99 |
| Board Organizational Meeting | 11/94; 3/93 | Employee References | 5/00; 3/91 |
| Board Policies (see policy, policies) | | Employee Social Media Privacy | 10/15 |
| Board Self-Evaluation | 12/08 | Energy Conservation/Management | 12/08 |
| Board-Superintendent Relationship | 3/99 | ESSA | 8/16 |
| Bomb Threats | 8/02; 6/02; 5/95 | Executive Sessions | 12/09; 5/05 |
| Booster Groups, Relations with | 9/06 | Exemptions from Required Instructions | 9/02; 5/99; 8/94 |
| Bullying | 10/16; 10/12; 10/06; 5/06; 9/01 | Expulsion (Bulletin) | 12/12; 11/98; 8/92 |
| Bus Drivers | 11/97; 11/94 | Evaluation, Administrators | 8/16; 7/15 |
| Cancellation, School | 7/15 | Evaluation, Professional Staff | 8/16; 7/15; 11/14, 9/11; 1/94 |
| Care of School Property by Students | 5/93 | Evaluation, Superintendent | 12/00 |
| Cell Phones, Staff | 12/10 | Facilities, Use of School | 11/93 |
| Chair | 11/94; 3/93 | Family and Medical Leave (Fed. & Maine) | 5/08; 12/07; 8/05; 2/98 |
| Challenges to Instructional Materials | 9/02; 11/92 | Family Care Leave | 8/05 |
| Chemical Hazards | 6/14; 8/05; 8/00 | Fees, Student Activity | 3/93 |
| Child Abuse and Neglect Reporting | 8/16; 10/15; 7/15; 12/07; 4/98 | Field Trips | 12/10 |
| Class Assignment | 4/03 | Five-Year-Olds | 1/94 |
| Credits, Withholding of Class | 3/99 | Flag Displays, Exercises | 5/03; 1/91 |
| Coaches, Hiring and Evaluation | 9/06 | | |
| Coding System | 6/94 | | |

| NEWSLETTER TOPIC | DATE | NEWSLETTER TOPIC | DATE |
|---|---|---|--------------------------------------|
| Fundraising | 4/08 | MSMA Policy Services | Annually |
| Gifts and Solicitations, Staff | 4/10 | Nepotism | 5/07 |
| Graduation Requirements | 8/16; 11/13; 5/08; 2/05 | New Board Member Orientation | 8/00; 3/95 |
| Guardianship | 3/93 | Nondiscrimination/Equal Opportunity | |
| Goals 2000: Educate America | 8/94 | Affirmative Action | 3/10; 4/08; 3/99; 11/98 |
| Graduation Exercises—Baccalaureate | 8/93 | Parliamentary Procedure (Rules of Order) | 2/04 |
| Graduation Requirements | 8/16; 7/15; 6/14; 11/13; 2/05; 4/03; 8/99; 3/95 | Parent Involvement in Education | 2/05; 8/95 |
| Grants | 4/10 | Parent Involvement in Title I | 10/03 |
| Handbooks, Student, Parent, Staff | 9/94 | Participation by Home Schoolers | 5/93; 3/92; 4/90 |
| Harassment/Sexual Harassment | 6/01; 3/99; 11/98; 5/92; 1/92 | Patriotic Exercises | 5/03; 1/91 |
| Hatch Act | 12/02; 8/94 | Personnel Records | 6/98 |
| Hazing (Injurious) | 9/01 | Pest Management | 9/14; 4/01; 8/03 |
| High School Diploma Requirements | 4/03 | Philosophy | 1/94 |
| High School Diploma, Veterans | 9/11 | Physical Examinations of Students | 6/04 |
| Home Schooling | 11/03; 9/02; 6/96; 5/93; 3/92; 4/90 | Physical Restraint | 5/13; 4/13; 7/12 |
| Home Schooling—Participation in School Programs | 11/03 | Pledge of Allegiance | 9/11; 5/03; 1/91 |
| Homeless Students | 5/03 | Policies, General Information | 2/02; 5/01; 12/00; 8/98; 6/98; 11/97 |
| Indoor Air Quality Kit | 6/98 | Policy Adoption Process | 5/10; 12/09; 10/06; 11/93; 9/92 |
| Instructional Goals and Objectives | 2/05 | Policy Checklist | 8/98 |
| Instructional Materials Selection | 9/11; 9/02; 11/92 | Policy Coding | 6/94 |
| Instructional Program, Basic | 2/05 | Policy Manual Assessment | 5/05; 2/02; 5/99; 5/95 |
| Instructional Time (Special Edition) | 1/92 | Policy Manual Organization | 12/09 |
| Integrated Pest Management (IPM) | 4/01 | Policy/Procedures | 12/09; 10/06; 1/03; 11/93; 3/92 |
| Internet Safety | 5/12 | Policy Services | 12/03 |
| Internet Use, Employee | 10/99 | Policy Writing | 5/99 |
| Internet Use, Student | 10/99; 9/96 | Political Activities, Staff | 5/12 |
| Interventions, General Education | 5/13 | Post-Secondary Enrollment Options | 7/98; 3/92; 11/91 |
| Invocations/Benedictions, Graduation | 8/93; 8/92 | Prayer, Graduation | 8/93; 8/92 |
| Job Descriptions | 9/91 | Private School Students, Participation in School Activities | 6/14; 12/13; 9/11 |
| Juveniles, Reintegration of | 4/03 | Private Vehicles, Use for School Business | 5/12 |
| Law Enforcement, Relations with (Bulletin) | 11/98 | Proficiency Based Learning | 8/16; 11/13 |
| Learning Outcomes | 1/94 | Promotion, Retention and Acceleration of Students | 11/13; 2/05 |
| Learning Results, School District | | Property, Care of School | 5/93 |
| Commitment to | 2/05; 9/02; 6/02; 1/98 | Public Participation at School Board Meetings | 12/03; 8/91 |
| Leaves of Absence—Military | 1/91 | Public's Right to Know/Freedom of Access | 11/13; 9/11; 9/08; 5/07 |
| Legislative Changes to Policy | 8/09; 8/07; 9/99 | Purchasing, Code of Conduct | 4/10 |
| Library/Media Materials Selection | 9/02; 11/92 | Reasonable Force | 11/10; 5/94 |
| Local/Student Assessment | 4/03 | Recall | 3/93 |
| Local Governance | 6/02 | Recommended Policies (by MSBA) | Annually |
| Maine Family Medical Leave Admin. Procedure | 5/08; 12/07 | Recommended Special Ed. Policies | Annually |
| Manuals, Policy | 6/00 | Records Management | 5/07 |
| Marijuana, Medical in Schools | 10/15; 7/15 | Records Retention | 5/10; 3/99; 6/98; 11/92 |
| Medications, Administration of | 8/16; 10/15; 7/15; 6/04; 6/02; 2/98; 4/97 | Records, Student | 12/00 |
| Memorials | 11/14 | Recycling | 3/93 |
| Military, Recruiters | 12/02 | References | 5/00; 3/91 |
| Minutes | 12/09; 12/03 | Regional School Units | 3/09 |
| Mission | 9/11; 1/94 | | |

| NEWSLETTER TOPIC | DATE | NEWSLETTER TOPIC | DATE |
|--------------------------------------|-------------------------------|--------------------------------|--------------------------|
| Regulations/Policy | 3/92 | Students—Continued: | |
| Report Cards/Progress Reports | 2/05 | Detention | 11/98 |
| Reporting Child Abuse and Neglect | 10/15; 7/15; 12/07 | Diploma Requirements | 11/13; 4/03 |
| Required Instruction, Exemption from | 8/94 | Discipline | 12/12; 11/10; 5/98; 5/94 |
| Required Policies | Annually | Dismissal Precautions | 11/98 |
| Required Spec. Ed. Policies | Annually | Dress | 9/94 |
| Residency | 3/93; 1/93 | Drug/Alcohol Use | 9/11; 11/98; 5/91 |
| Resignations | 5/00; 11/92; 3/92 | Drug Testing | 8/95 |
| Resolutions | 12/09 | Employment | 1/92 |
| Restraint | 4/13; 11/10 | Enrollment | 1/94 |
| Rules of Order | 12/09; 2/04 | Expulsion | 12/12; 11/98; 8/92 |
| School Bus Drivers, Drug and | | Fees | 9/94 |
| Alcohol Testing of | 11/94 | Fundraising Activities | 4/08 |
| School Properties Disposal | 11/91 | Guardianship | 3/93 |
| School Property, Care of | 5/93 | Handbooks | 5/00; 5/95 |
| School Record Retention | 3/99 | Hazing | 11/98 |
| School Year, Length of | 1/92 | Immunizations | 6/02; 8/98 |
| School Volunteers | 6/07 | Information, Privacy | 7/15 |
| Searches, Vehicle | 11/98; 5/92 | Internet Use | 10/99; 9/96 |
| Seclusion | 4/13 | Life-Sustaining Emergency | |
| Service Animals in Schools | 9/11; 3/10 | Medical Care | 1/08; 5/94 |
| Sexual Orientation | 4/08 | Medical Marijuana in School | 10/15; 7/15 |
| Speakers/Guest Speakers | 5/12 | Medications | 6/04; 11/90 |
| Smoking | 10/15; 4/96; 8/94; 9/93 | Physical Examinations of | 6/04 |
| Special Education Policies | Annually | Proficiency | 11/14 |
| Sports: | | Promotion, Retention and | |
| Coaches, Hiring and Evaluation | 9/06 | Acceleration of | 6/14; 2/05 |
| Philosophy | 9/06 | Questioning and Searches | 11/98 |
| Private School Students | 9/11 | Records | 12/00 |
| Relations with Booster Groups | 9/06 | Report Cards/Progress Reports | 2/05; 12/02; 12/00 |
| Sponsorship and Evaluation | 9/06 | Reintegration from Juvenile | |
| Sportsmanship | 9/06 | Correctional Facility | 4/03 |
| Standing Committee, Board | 12/09; 3/04 | Residency | 3/93 |
| Standing Committee Operating | | Social Security Numbers | 9/11; 5/10 |
| Procedures | 12/09; 3/04 | Surveys, Participation in | 12/02 |
| Students: | | Suspension | 12/12; 11/98; 11/93 |
| Achievement/Evaluation of Student | 7/15; 6/14; | Threats | 6/02 |
| Achievement/Proficiency | 11/13; 2/05 | Transgender | 5/16 |
| Activity Fees | 3/93 | Travel | 12/10 |
| Activity Funds | 4/08 | Truancy | 12/12 |
| Administration of Medicine to | 10/15; 6/04 | Wellness | 6/14; 3/06 |
| Admission—Nonresident | 3/93 | Substitute Teachers | 4/97 |
| Admission—Resident | 3/93 | Suicide Awareness/Prevention | 11/14; 9/13; 10/06; |
| Assessment—Local Assessment | | | 6/02; 3/95; 8/90 |
| System | 2/05; 4/03 | Superintendent Contract | 9/02; 5/01 |
| Attendance | 5/08; 11/03; 3/99; 2/90 | Superintendent Evaluation | 12/00 |
| Car Searches | 11/98; 5/92 | Superintendent Job Description | 8/00; 6/98 |
| Code of Conduct | 6/12; 6/02; 5/02; 2/02; 11/01 | Supervision | 1/94 |
| Care of School Property | 8/93; 5/93 | Supervision and Evaluation | |
| Community Service | 9/13 | of Professional Staff | 7/15; 11/14; 9/11 |
| Conduct/Discipline | 11/98; 5/94 | Support Staff Employment | 8/93; 3/92 |
| Confidentiality | 8/94 | Support Staff Positions | 8/93 |

| NEWSLETTER TOPIC | DATE | NEWSLETTER TOPIC | DATE |
|--|--------------------------|--|--|
| Tax Sheltered Annuities | 5/99 | | |
| Textbook Selection | 9/02; 11/92 | | |
| Time Out Rooms | 11/10 | Veterans High School Diplomas | 5/03 |
| Title IX | 5/16 | Values Identification | 11/01 |
| Tobacco Use and Possession | 10/15; 12/07; 4/96 | Video Cameras on Transportation Vehicles | 5/94 |
| Training, Staff | 11/14 | Visitors to the Schools | 11/98; 2/97 |
| Transcripts | 7/15 | Volunteers, School | 6/07 |
| Transgender Students | 5/16 | Waste Management | 3/93 |
| Transportation Employee Requirements, Training and Responsibilities | 11/97 | Weapons | 11/98; 3/96; 1/95; 8/94; 1/94; 3/93 |
| Transportation Vehicles | 11/97; 5/94 | Weapons, Violence and School Safety | 6/10; 11/03 |
| Truancy | 12/12; 12/07; 6/04; 2/90 | Websites | 12/09; 5/01; 8/99 |
| Updating Policy Manual | 5/99 | Wellness | 3/06 |
| User Fees | 5/02; 9/94; 3/93 | Withholding of Class Credits | 3/99 |
| Violence and Safety | 11/98 | | |
| Violence Resources | 3/99; 8/98; 6/98 | | |

PLEASE NOTE: The contents of MSMA sample policies and other resource materials do not necessarily reflect official Association policy. They are intended neither for verbatim replication nor to replace the advice of the local board's legal counsel.

MSMA recommends a careful analysis of the need and purpose of any policy and a thorough consideration of the content's application and suitability to the individual school system. Rarely does one board's policy statement serve exactly to address the concerns and needs of all units. Sample policies are most appropriately used as a basis or beginning for a board's policy development on specific topics.

New/Revised Policies 2016

The following sample policies, administrative procedures and exhibits (forms) were developed or revised by MSMA in 2016.

Each of these samples is available in Word by clicking on the policy code.

| NEPN/NSBA CODE | TITLE |
|---------------------------|--------------|
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|--------------------------------|--|
| <u>JEA</u> | Compulsory Attendance |
| <u>JICK</u> | Bullying |
| <u>JICK-R</u> | Bullying Administrative Procedure |
| <u>JICK-E1</u> | Bullying Report Form |
| <u>JICK-E2</u> | Bullying Investigation and Report Form |
| <u>JICK-E3</u> | Bullying –Summary of Disciplinary and Remedial Actions |
| <u>JLF</u> | Reporting Child Abuse and Neglect |

Maine School Management Association (MSMA) Policy and Resource Services

- We Make It *Our* Policy to Answer *Your Policy* Questions

MSMA offers a full range of policy services to assist local boards and superintendents. As part of your membership in MSMA, we welcome your policy questions and requests for sample policies. In addition to sample policies developed by MSMA, we have access to samples on hundreds of topics from school units in Maine and across the country. If you need information or answers on policy issues, we can help.

- Custom Policy Manual Revision Services

MSMA offers custom policy manual revision services on a fee basis, from audit of required policies to complete manual revision. Please see page 13 of this newsletter for a description of services.

- Onsite Policy Training Opportunities

MSMA offers workshops on a variety of topics, including:

- ♦ Developing and adopting effective policies
- ♦ Keeping your policy manual current
- ♦ Key policy areas, e.g., student code of conduct, student handbooks, crisis response planning

- Resource Materials Available

The following resources are available for \$10.00 apiece from MSMA.

- ♦ Parliamentary Procedure at a Glance
- ♦ NEPN/NSBA Code Finder Index (For Policy Manuals)

Available from National School Boards Association (NSBA)

- ♦ *Becoming a Better Board Member* (3rd ed., 2006)
- ♦ *The American School Board Journal* (published monthly)
- ♦ *Secrets of School Board Success*
- ♦ *Targeting Student Learning: The School Board's Role as Policymaker*

Please call MSMA's Director of Policy and Resource Services, Charlotte Bates, at (207) 622-3473 or 1-800-660-8484 for more detailed information on our custom policy manual review services, board policy workshops and resource materials.



POLICIES REQUIRED BY LAW OR REGULATIONS

Maine and Federal laws and regulations require local school boards to adopt certain written policies. In addition, there are policies which, though not specifically mandated, are essential for demonstrating compliance with laws and regulations affecting the governance or administration of schools. The following checklist will assist boards in keeping their “required” policies current and complete. The titles and codes conform to the NEPN/NSBA coding system. This list of policy titles and legal citations is up-to-date, to the best of our knowledge, and includes those policies the Maine Department of Education has designated on its website as “required.”

NEPN/NSBA CODE

NEPN/NSBA TITLE—LEGAL CITATIONS

| | |
|------------|---|
| ___ AC | Nondiscrimination/Equal Opportunity and Affirmative Action— <i>Titles VI, VII, IX; Sec. 504; IDEA; ADA; ADEA; 5 MRSA § 4551</i> |
| ___ ACAA | Harassment and Sexual Harassment of Students— <i>EEOC Guidelines, Titles VI, IX; 20-A MRSA § 6553</i> |
| ___ ACAA-R | Student Discrimination and Harassment Complaint Procedure |
| ___ ACAB | Harassment and Sexual Harassment of Employees— <i>Title VI, VII, IX; 20-A MRSA § 6553</i> |
| ___ ACAB-R | Employee Discrimination and Harassment Complaint Procedure |
| ___ ACAD | Hazing— <i>20-A MRSA § 6553</i> |
| ___ AD | Educational Philosophy/Mission— <i>20-A MRSA §§ 1001(1-A), 4511(3)(A)</i> |
| ___ ADA | School System Goals and Objectives— <i>20-A MRSA § 4511(3)(A)</i> |
| ___ ADAA | School System Commitment to Standards for Ethical and Responsible Behavior— <i>Ch. 125 § 3.01</i> |
| ___ ADC | Tobacco Use and Possession— <i>22 MRSA §§ 1578(B), 1580 (A)(3); Me. PL 470 (An Act to Reduce Tobacco Use by Minors); 20 USC § 6081-6084</i> |
| ___ ADC-R | Tobacco Use of Possession Administrative Procedure |
| ___ ADF | Commitment to Learning Results— <i>20-A MRSA §§ 1001(6), 6209; Me. DOE Rules, Ch. 127 § 3</i> |
| ___ BBA | School Board Powers and Responsibilities SADs: “shall adopt bylaws” - <i>20-A MRSA § 1256(5)</i> ; All School Units: “they shall adopt policies” - <i>20-A MRSA § 1001(1-A)</i> |
| ___ CBDA | Superintendent’s Contract-Allocation of Services (Unions only— <i>20-A MRSA § 1053</i> |
| ___ DN | School Properties Disposition— <i>20-A MRSA § 7</i> |

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| ___ EBCA | Comprehensive Emergency Management Plan (formerly Crisis Response Plan)— <i>20-A MRSA § 1001(16)</i> |
| ___ EBCC | Bomb Threats— <i>20-A MRSA §§ 263, 1007(17), 1001(18); Me. DOE Rules, Ch. 125 § 10.06</i> |
| ___ ECB | Pest Management in School Facilities and on School Grounds— <i>7 MRSA §§ 601-625; 22 MRSA §§ 1471-A-1471-X; Ch. 27 Me. Dept. of Agriculture Board of Pesticides Control Rules (Standards for Pesticide Applications and Public Notification in Schools)</i> |
| ___ EEAEAA | Drug and Alcohol Testing of School Bus Drivers— <i>49 CFR Part 382; 26 MRSA §§ 681(8)(B); 685(2); 689</i> |
| ___ EEAEAA-R | Drug and Alcohol Testing of School Bus Drivers Administrative Procedure |
| ___ EFE | Competitive Food Sales—Sales of Food in Competition with Local School Food Service Programs— <i>Me. DOE Rules, Ch. 51</i> |
| ___ GBEC | Drug-Free Workplace— <i>Fed. PL 101-226</i> |
| ___ GCFB | Recruiting and Hiring of Administrative Staff— <i>20-A MRSA § 1001(13)</i> |
| ___ GCFB-R | Recruiting and Hiring of Administrative Staff Administrative Procedure |
| ___ GCI | Professional Staff Development— <i>Me. DOE Rules, Ch. 125 § 8.08</i> |
| ___ GCOA | Supervision and Evaluation of Professional Staff— <i>Me. DOE Rules, Ch. 125 §§ 4.02(E)(3), 8.08</i> |
| ___ GCOC | Evaluation of Administrative Staff— <i>Me. DOE Rules, Ch. 125 §§ 4.02(E) E(3), 8.08</i> |
| ___ IHAI | Live Work Policy (Voc. Only) - <i>Me. DOE Rules, Ch. 237 § 2(B)</i> |
| ___ IHB | Special Education Series (<i>MADSEC Samples, see page 11</i>) |
| ___ IHBG | Home Schooling— <i>Me. DOE Rules, Ch. 130</i> |
| ___ IHBGA | Home Schooling—Participating in School Programs— <i>20-A MRSA §§ 5001-A(3), 5021-5025</i> |
| ___ IHCDA | Post Secondary Enrollment Options— <i>20-A MRSA § 4771 et seq. (if high school)</i> |
| ___ IJJ | Instructional and Library Materials Selection— <i>20-A MRSA §§ 1001(10-A), 1055(4), 4002; Me. DOE Rules, Ch. 125 §§ 9.01-9.03</i> |
| ___ IJJ-E | Citizen's Challenge of Educational Media Form |
| ___ IKE | Promotion, Retention and Acceleration of Students— <i>Me. DOE Rules, Ch. 127 § 5.03, 6.02</i> |
| ___ IKF | Graduation Requirements— <i>20-A MRSA § 4772, 4722-A; Me. DOE Rules, Ch. 125 § 7.02(A)(1)</i> |
| ___ ILA | Student Assessment/Local Assessment System— <i>20-A MRSA § 6202-A; Me. DOE Rules, Ch. 127 § 4.02</i> |
| ___ ILD | Student Submission to Surveys, Analyses, or Evaluations— <i>10 USC § 1232h</i> |
| ___ IMBB | Exemption from Required Instruction— <i>Me. DOE Rules, Ch. 127 § 3.07</i> |

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| ___ JEA | Compulsory Student Attendance— <i>20-A MRSA §§ 5001-A, 5003, 5201; Me. DOE Rules, Ch. 125 § 8.06</i> |
| ___ JFABD | Admission of Homeless Students— <i>42 U.S.C. § 11432-11435</i> |
| ___ JFC | Student Withdrawal from School (Dropout Prevention Committee) <i>20-A MRSA § 5103</i> |
| ___ JICH | Drug and Alcohol Use by Students— <i>PL 101-226</i> |
| ___ JICIA | Weapons, Violence and School Safety— <i>Fed. PL 103-227; 20-A MRSA § 1001 (9-A); 18 USC § 921; 20 USC § 8921</i> |
| ___ JICK | Bullying— <i>20-A MRSA § 1001(15)(H); PL 2005, Ch. 307 § 4-5</i> |
| ___ JJIF | Management of Concussions and other Head Injuries— <i>20-A MRSA § 1001(19)</i> |
| ___ JK | Student Discipline— <i>20-A MRSA § 254, 1001(15); Me. DOE Rules, Ch. 125 § 10.05</i> |
| ___ JKAA | Use of Physical Restraint and Seclusion— <i>Me. DOE Rules, Ch. 33</i> |
| ___ JL | Student Wellness— <i>42 USC § 1751</i> |
| ___ JLCB | Immunization of Students— <i>20-A MRSA §§ 6352, 6359; Me. DOE Rules, Ch. 126</i> |
| ___ JLCC | Communicable/Infectious Diseases— <i>20-A MRSA § 1001(11)(A)</i> |
| ___ JLCD | Administration of Medication— <i>20-A MRSA §§ 254(5)(B); 4502(5)(N); Me. DOE Rules, Ch. 125 § 10.01(c); 28 CFR Part 35; 34 CFR Part 104 and Part 300</i> |
| ___ JLCDA | Medical Marijuana in Schools— <i>20-A MRSA § 6306, 22 MRSA § 2426</i> |
| ___ JLDBG | Reintegration of Juveniles from Correctional Facilities— <i>20-A MRSA § 4502(4) (0); Me. DOE Rules, Ch. 125 § 10.07</i> |
| ___ JRA | Student Information and Educational Records— <i>20 USC § 232g; 34 CFR Part 99; 20-A MRSA § 6001; Me. DOE Rules, Ch. 101 § 15</i> |
| ___ JRA-R | Student Information and Educational Records Administrative Procedure— <i>20 USC § 1232g; 34 CFR Part 99; 20-A MRSA § 6001; Me. DOE Rules, Ch. 101 § 15</i> |
| ___ JRA-E | Notification of Rights Under FERPA |
| ___ KBF | Parent Involvement with Title I— <i>34 CFR Part 75 § 200.34; NCLBA Title I Part A § 1118</i> |
| ___ JIC* | Student Code of Conduct— <i>20-A MRSA § 254, 1001(15); Me. DOE Rules, Ch. 125 § 10.05 (*May be a policy, included in student handbooks, or a free-standing document)</i> |

SPECIAL EDUCATION POLICIES

The following sample policies were originally developed by The Maine Administrators of Services for Children with Disabilities (MADSEC) and Eric R. Herlan, Esq., Drummond Woodsum. MSMA has formatted these samples and coded them according to the NEPN/NSBA system. Samples may be obtained either from MADSEC or MSMA.

Required policies are indicated by an asterisk (*) following the code.

| NEPN/NSBA CODE | NEPN/NSBA TITLE |
|-------------------|---|
| ___ IHBA* | Individual Education Plans [IEPs]; <i>20 U.S.C. §§1414(d); 34 C.F.R. §300.320 - .324 (2006); Me. DOE Rules, Ch. 101 § IX.3 (2015)</i> |
| ___ IHBAA* | Referral and Use of General Education Interventions; <i>Me. DOE Rules, Ch. §§ II (16), III, IV(2)(D), (E), V(4)(A) (2015)</i> |
| ___ IHBAA-R | Referral and Use of General Education Interventions Administrative Procedure (Formerly Referral/Pre-referral of Students with Disabilities); <i>Me. DOE Rules, Ch. 101, §§ II(16), III, IV(2)(D), (E), V(4)(A) (2015)</i> |
| ___ IHBAC* | Child Find; <i>34 C.F.R. § 300.111 (2006); Me. DOE Rules, Ch. 101, IV 2(A), (C) (2015)</i> |
| ___ IHBAI | Independent Educational Evaluations; <i>34 C.F.R. § 300.502 (2006); Me. DOE Rules, Ch. 101, § V (2006)</i> |
| ___ IHBAJ | Special Education Student Oversight Agreement |
| ___ IHBAJ-E | Progress Report Form |
| ___ IHBAK | Life-Sustaining Emergency Care |
| ___ IHBAL* | Grievance Procedure for Persons with Disabilities |
| ___ IHBGB | Supplemental Statement of Rights for Private School/Home Schooling Students with Disabilities; <i>Me. DOE Rules, Ch. 101, § II(20), IV(4)(G) (2015)</i> |
| ___ JKAA* | Use of Physical Restraint and Seclusion, <i>20-A MRSA § 4502(5)(M); Me. DOE Rules Ch. 33</i> |
| ___ JKAA-R | Physical Restraint and Seclusion—Administrative Procedure |
| ___ JKF* | Disciplinary Removal of Students with Disabilities; <i>34 C.F.R. § 300.101, .530 -.536; Me. DOE Rules, Ch. 101, XVII (2015)</i> |
| ___ JKF-R | Disciplinary Removal of Students with Disabilities Administrative Procedure; <i>34 C.F.R. § 300.101, .530-.536 ; Me. DOE Rules, Ch. 101, XVII (2015)</i> |

POLICY TOPICS RECOMMENDED BY MSBA DELEGATE ASSEMBLY RESOLUTIONS

MSMA annually publishes all Maine School Boards Association resolutions updated through the MSBA Delegate Assembly meeting at the Fall Conference. The policies listed below were recommended in resolutions adopted by the Delegate Assembly. Please note that the titles and policy codes are from the NEPN/NSBA coding system.

NEPN/NSBA

| CODE | NEPN/NSBA TITLE |
|----------|--|
| ___ACA | Gender Neutral Language |
| ___AD | Educational Philosophy/Mission |
| ___ADC | Tobacco Use and Possession |
| ___BCA | Board Member Code of Ethics |
| ___BCB | Board Member Conflict of Interest |
| ___BCC | Nepotism |
| ___BG | School Board Policy |
| ___BG-R | Policy Adoption Process |
| ___BIA | New Board Member Orientation |
| ___BIB | Board Member Development Opportunities |
| ___CBI | Evaluation of Superintendent |
| ___CHD | Administration in the Absence of Policy |
| ___GBB | Staff Involvement in Decision Making |
| ___GCOA | Supervision and Evaluation of Professional Staff |
| ___ID | School Day |
| ___IGA | Curriculum Development and Adoption |
| ___IHBK | Life Sustaining Emergency Care |
| ___IL | Evaluation of Instructional Programs |
| ___IMDA | Patriotic Exercises |
| ___IMDB | Flag Displays |
| ___JI | Student Rights and Responsibilities |
| ___JICIA | Weapons, Violence and School Safety |
| ___JK | Student Discipline |
| ___JKD | Suspension of Students |
| ___JKE | Expulsion of Students |
| ___JKE-R | Expulsion of Students—Guidelines |
| ___JKF | Suspension/Expulsion of Students with Disabilities |
| ___JLF | Reporting Child Abuse and Neglect |
| ___JO | Employment of Students |
| ___KCB | Community Involvement in Decision-making |
| ___KHB | Advertising in Schools |

MSMA CUSTOM POLICY MANUAL REVIEW SERVICES

Next to having no policies at all, the riskiest situation confronting a school board and administration is not knowing exactly what (or even were) the policies are. This situation exists when some policies are buried in board minutes, some appear in staff and student handbooks, and some are in an out-of-date policy manual that is of limited value.

When a school unit takes an organized, comprehensive approach to getting its policy “house” in order, the results can be a well-codified, functional manual of board policies and procedures. The board then has a system for retrieving policy information quickly and easily, for keeping policies up-to-date, and for helping to make sure that policies are implemented.

If your policy system is less than effective or just needs a thorough updating, Maine School Management Association has the staff and proven experience to assist. MSMA is strongly committed to *local* school board policy development and consults with school officials during the manual review process to create a draft policy manual that is consistent with state and federal law and regulations, yet reflects the philosophy and practices of the local school system.

MSMA offers its custom policy manual review services on a fee basis. The following is a description of the policy services most often requested, but we will work with your school unit to structure a project that meets your needs. Please call Charlotte Bates, Director of Policy and Resource Services, at (207) 622-3473 or 800-660-8484 for more detailed information on these services, including fee ranges and scheduling.

COMPLETE POLICY MANUAL REVISION

In performing a complete policy manual revision MSMA will:

- Audit manual for required and recommended policies and supply samples on missing topics;
- Code policies according to the current NEPN/NSBA classification system;
- Analyze and edit policies to current policy standards for content, consistency, style, language appropriateness, and gender neutrality;
- Review board minutes, labor contracts, and municipal charters for consistency, as appropriate;
- Add legal citations, cross references, and adoption dates to policies, as appropriate;
- Review city charter for consistency with policy language, if appropriate;
- Consult with superintendent as necessary throughout the review process;
- Provide a report documenting all MSMA work, recommendations, and suggestions for future policy work; and
- Provide one copy of the revised policy manual, including table of contents, code finder index and section tabs, and complete manual on CD or by email.

CORE POLICY MANUAL DEVELOPMENT

The goal of this service is to ensure that the core policy content of the Board's manual is up to date, in essence producing for the Board a ready-to-go updated core manual, aligned with NSBA coding. It includes all of the "required policies," selected "recommended" policies, a set of bylaws/board governance and operations policies (in NSBA parlance, the "B" section of the manual) and a variety of other policies that are essential to a comprehensive, but not overly burdensome, policy manual. It also includes essential administrative procedures. Policies are "customized" so they reflect the names of the Board and school unit consistently throughout, legal references are suitable to the type of school unit, and certain word choices are incorporated.

This service is ideal for school units that are now independent of the other boards/school units to which they were once wedded as a result of consolidation. It also includes an in-person or phone meeting with the Superintendent in person, or at least have a phone meeting, to discuss certain policy content. This is not a full-scale complete policy manual revision but is a quicker process and more cost effective option. The emphasis is on providing currency and integrity in an easily adoptable, yet comprehensive, core policy manual.

LEVEL I AUDIT

In performing a Level I Audit, MSMA will:

- Check manual for policies required by state or federal law or regulation or recommended by Maine Schools Boards Association Resolutions and supply samples as necessary; and
- Provide a written report with MSMA's observations and suggestions for future policy work.

LEVEL II AUDIT

In performing a Level II audit, MSMA will:

- Provide Level I services; plus
- Analyze and edit required and recommended policies to current standards for content, consistency, style, language appropriateness, and gender neutrality; and
- Add legal references and cross references.

MANUAL RE-CODING

In this project, MSMA will:

- Re-code policies to current NEPN/NSBA coding system (handwritten on each policy);
- Generate a table of contents listing old and new codes;
- Provide one copy of code finder index and section tabs; and
- Provide a report with MSMA's observations and suggestions for future policy work.

In addition to these services, MSMA offers policy workshops to assist boards in their policy-making role and in developing strategies for review and adoption of the school unit's revised policy manual.