

7 Lions Lane  
Camden, Maine 04843

**(207) 236-3358**  
**FAX (207) 236-7810**



**Maria Libby**  
Superintendent  
**Gary Gonyar**  
Assistant Superintendent

MSAD 28  
SCHOOL BOARD MEETING

**DATE: Wednesday, March 16, 2016**

TIME: 7:00 p.m.

LOCATION: Camden Rockport Elementary School Atrium, Rockport

AGENDA

1. Call to Order
2. Adjustments to the Agenda
3. Public Comment on Items not on the Agenda
4. Notice of Resignations
  - a. Katie Bauer, Grade 7 Science Teacher
5. Recognition
  - a. Alyssa Anderson – CRMS School Song
  - b. Kristin Anderson – 2017 Maine Art Education Association Middle Level Art Educator of the Year
  - c. Jaime Stone – 2016 New England League of Middle School A+ Administrator of the Year
6. Standing Action Items
  - a. Minutes
    - i. Accept the Minutes of the February 10, 2016 Regular Meeting
  - b. Nominations (Note: Executive Sessions are possible for nominations)
    - i. Teacher Nominations
      1. Amber Kennedy, Grade 3, 2016-2017 Step B2 \$41,175
    - ii. Stipend Nominations

<b>Nominee</b>	<b>Position</b>	<b>Points</b>	<b>Bonus</b>	<b>Total</b>
Jim Morse	Track and Field Coach	24	20%	\$2,013.12
Kevin Pierce	Grade 7 Baseball Coach	26	0%	\$1,817.40

7. School Board Chair's Report – Matt Dailey
8. Superintendent's Report – Maria Libby
9. Principals' Reports
10. Other Administrative Reports
11. Committee Reports
  - a. Finance – Meet 3/16/16; February minutes attached
  - b. Personnel/Negotiations
    - i. Update on MESA Negotiations

- c. Policy
    - First Readings**
      - JJA-R – Procedure to Discontinue a Sport or Activity
      - JJF – Student Activities Fund Management
      - JKE-R Expulsion of Students – Guidelines
      - JLIB – Student Dismissal Precautions
      - KFB-C – CRMS Contract for Use and Rental of School Facilities, CRMS Request for Facilities Use Form
      - KFB-C CRES Contract for Use and rental of School Facilities, CRES Request for Facilities Use Form
    - Second Readings**
      - FFA – Memorials
      - JICA – Weapons, Violence and Student Safety
      - JJIAB – Public Charter School Student Access...***(NOTE: has been revised since first reading)***
      - JJA – Student Organizations
  - d. Five Town Advisory - TBD
  - e. CRMS Building Vision Committee – Met 3/9/2016
12. Future Agenda Items
- 4<sup>th</sup>/5<sup>th</sup> Transition
  - Japan Trip
  - JumpRope Grading System
  - 8<sup>th</sup>/9<sup>th</sup> Transition
  - Student-led Presentations
13. Adjourn

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MSAD 28  
SCHOOL BOARD MEETING

**DATE: Wednesday, February 10, 2016**

TIME: 7:00 p.m.

LOCATION: Camden Rockport Elementary School Atrium, Rockport

MINUTES

Board Present

Matthew Dailey, Chair  
Kristin Collins, Vice Chair  
Lynda Chilton  
Marcia Dietrich  
John Lewis  
Tori Manzi  
Gretchen Richards  
Faith Vautour

Others Present

Maria Libby, Superintendent of Schools  
Gary Gonyar, Assistant Superintendent  
Jaime Stone, CRMS Principal  
Janet Anderson, CRES Principal  
Cathy Murphy, Business Manager  
Kristen Anderson, CRMS Art Teacher  
Various staff and members of the public

1. Call to Order  
Matt Dailey, Chair, called the meeting to order at 7 p.m.
2. Adjustments to the Agenda  
None.
3. Public Comment on Items not on the Agenda  
None
4. Notice of Resignations  
None

5. Standing Action Items

a. Minutes

- i. Accept the Minutes of the January 20 Regular Meeting

Upon motion by John Lewis and second by Kristin Collins, the Board voted to approve the minutes of the January 20, 2016 meeting as written.

Vote: 8 – 0 Passed

b. Nominations (Note: Executive Sessions are possible for nominations)

i. Stipend Nominations

<b>Nominee</b>	<b>Position</b>	<b>Points</b>	<b>Bonus</b>	<b>Total</b>
David Turner	Grade 7 Softball	26	20%	\$2,180.88
Josh Toothaker	Grade 8 Baseball	26	0%	\$1,817.40

Upon motion by Tori Manzi and second by John Lewis, the Board voted to approve the above stipend nominations as presented.

Vote: 8 – 0 Passed

6. Presentation on CRMS Arts Program – Kristen Anderson

Art Teacher Kristen Anderson provide an overview of the CRMS art programs Grades 5-7 have seven weeks of art 60 minutes every day; Grade 8 is every other day. Additional opportunities for students include the after school art club, independent study, Horizon Arts programs and Youth Arts residencies. The Board complimented Kristen on her excellent work.

7. School Board Chair's Report – Matt Dailey

None.

8. Superintendent's Report – Maria Libby

a. Update on MET Options/Camden Select Board Meeting

Maria reported that she wrote a letter to the Town of Camden regarding its interest in the ownership and maintenance of the MET Building. Maria will follow up with the Camden Select Board at a future meeting. She also noted that Select Board members have been asked to serve on the Building Committee.

9. Principals' Reports

- a. CRMS Principal Jamie Stone – Jaime presented a written report to the Board. She also invited the Board to attend an assembly Friday morning to hear the debut of the new school song.

- b. CRES Principal Janet Anderson – Janet presented a written report to the Board. She also noted that the 4<sup>th</sup> graders are scheduled to perform "My

Home by the Sea” on February 27 at the Town of Rockport 125 Year Celebration.

10. Other Administrative Reports

- a. Assistant Superintendent Gary Gonyar Submitted a written report to the Board.

11. Committee Reports

- a. Finance

Budget-to-Actual

The budget-to-actual for January 2016 was reviewed. The expense budget should have 38% remaining and currently there is 41.92% remaining in the budget.

Requested Budget

The finance committee reviewed various options of the requested budget and recommended that the Board approve the option that currently results in a .32%, or \$37,948 increase to the taxpayers.

Actual health insurance increases are not known at this point and an 8% increase is budgeted. Adjustments will be made as necessary to the budget and presented to Finance Committee at the March 16<sup>th</sup> and April 13<sup>th</sup> Finance Committee meetings. The budget will be presented to the full board for approval at the April 13<sup>th</sup> School Board meeting.

Budget documents including a PowerPoint presentation can be found at:  
<http://www.fivetowns.net/sad/budgetDevel.cfm>

Upon motion by John Lewis and second by Kristin Collins the Board voted to move forward with requested budget as recommended by the Finance Committee.

Vote: 8 – 0 Passed

- b. Personnel/Negotiations

- i. Update on MESA Negotiations

Maria reported that in reviewing the contract drafts some discrepancies were found that could necessitate returning to negotiations. She will keep the Board apprised of developments.

- c. Policy

**First Readings**

FFA – Memorials

JICA – Weapons, Violence and Student Safety

JJA – Student Organizations

JJIAB – Public Charter School Student Access... (Note: Revisions were suggested to clarify policy JJIAB)

KFB – Facilities Use

**Rescind**

JKG – Physical Restraint

**Reviewed:**

JJE – Fund Raising

JJG – Contests in the School

JKE – Expulsion of Students

JLCCA – Attendance for Students Infected with HIV

JLCE-A – Use of Automated External Defibrillators

JLDBG – Reintegration of Students from Juvenile Correctional Facilities

Upon motion by Marcia Dietrich and second by Kristin Collins, the Board voted to approve the above policies, including revisions to JJIAB, as presented.

Vote: 8 – 0 Passed

- d. Five Town Advisory – TBD
- e. CRMS Building Vision
  - i. Listening Tour Update
  - ii. Marcia reported on the listening tour stop at the Lion’s Club. A key take-away was that community members did not feel that they were well informed on the CRMS project before it went to vote.
- f. Stipend
  - i. Proposed Stipend Revisions, Eliminations
  - ii. New Stipends:
    1. CRMS Athletic Coordinator
    2. CRMS Math Team
    3. CRES Team Leader
    4. CRMS Cross Country Assistant Coach

Upon motion by Tori Manzi and second by Faith Vautour, the Board voted to approve the proposed stipend revisions, eliminations and new stipends a presented.

Vote: 7 – 0 Passed (Note: Marcia Dietrich left the meeting prior to this vote)

12. Future Agenda Items

- 4<sup>th</sup>/5<sup>th</sup> Transition
- Japan Trip
- JumpRope Grading System
- 8<sup>th</sup>/9<sup>th</sup> Transition
- Student-led Presentations

13. Adjourn

The meeting adjourned at 8:10 p.m.

DRAFT

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**Maria Libby**  
Superintendent

**Gary Gonyar**  
Assistant Superintendent

SAD Board  
Superintendent Board Report  
March 16, 2016

**1. Most Likely to Succeed movie screening**

We are hosting a public screening of this acclaimed documentary film on Wednesday, March 23, from 6:30 – 8:00 pm in the Strom Auditorium, followed by a half hour panel discussion, 8:00 – 8:30. We have invited students, parents, and the wider community, and would love to see board members there as well! More information is attached. (MS and HS staff will view the movie earlier that day during their scheduled professional development time.)

**2. Leadership**

- We are conducted the first round of interviews for the Elementary School principal on Friday, March 11 and will follow up with site visits for finalists.
- Administrators have or are in the midst of gathering 360-degree feedback and middle school teachers have collected student feedback. This will be summarized in April's board reports.
- A number of teachers will shadow students in early April for a day to offer another perspective of the school experience. This will give us more information to direct our school improvement efforts.

**2. Budget**

The only change in the budget since it was presented last month is the inclusion of an additional position, receptionist, in the Central Office so that the Superintendent and Assistant Superintendent have a dedicated Executive Assistant. This cost will be split between the two districts.

**3. Later Start Time**

As you know, I have been exploring moving the middle school start time 30 minutes later, and the elementary start 15 minutes later. There are a few "glitches" with the idea at the high school level that will impact the SAD's ability to make a change (due to transportation connections) that I continue to problem solve. This may need to be delayed another year in order to effectively address some of the roadblocks, but I will keep you updated.

**4. Annual Report**

After talking to board leadership, we have decided to send hard copies of our annual report to residents. The rationale is help improve community/school communications



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Superintendent

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and community understanding of what we are doing. Very few people access the electronic version of our annual report, yet we have an interest in engaging the community in our schools. The annual report will be one of a myriad ways we have improved communication efforts this year (e.g. Feature Teacher articles).

Respectfully Submitted,  
Maria Libby



# Most Likely to Succeed

Public Screening for  
**Five Town and Surrounding Community**  
Strom Auditorium - Wednesday, March 23<sup>rd</sup>  
6:30 p.m.

89 minutes with panel discussion to follow

Screening of this movie is made possible by generous donations from  
Rotary Club of West Bay & Down East Enterprise, Inc.

Go to [mtlsfilm.org](http://mtlsfilm.org) to watch the trailer



The 21<sup>st</sup> century is going to be all about building, creating, and innovation. This remarkable film shows a path of how we can empower all of our children to do that.

**SAL KHAN, KHAN ACADEMY**



Student engagement plummets from 80% in elementary school to less than 40% in high school. And the Lego Foundation reports that students lose more than 90% of their creative capacity during their school years.



# Most Likely To Succeed.

## THE FILM.

*Most Likely to Succeed* (MLTS) offers an inspiring look at what students and teachers are capable of — if we have the vision and courage to transform our schools. Directed by acclaimed documentarian Greg Whiteley, the film has been an official selection of two dozen of the world's top film festivals, including Sundance, Tribeca, AFI, Cleveland, Dallas, Milwaukee, Sarasota, Seattle, Virginia, and Bergen. It's been featured at leading conferences on education, including ASU/GSV, SxSWedu, Harvard/GoldmanSachs, and NewSchools Venture Fund. Audience members call it the most compelling film ever done on the topic of school.

## THE CAMPAIGN.

Our goal is to help schools — all schools — move forward by re-imagining their purpose, and creating learning experiences that prepare kids for life in the 21<sup>st</sup> Century. We make MLTS available to schools for screenings that bring teachers, parents, and students together to see the film and engage in thoughtful discussion about the future of their school and kids. After seeing the film, your community — with help from our website's resources — will be inspired to act.

During this school year, MLTS' Executive Producer Ted Dintersmith is coming to all fifty states, bringing together government officials, educators, businesspeople, philanthropists, parents, and students. This unprecedented fifty-state campaign is orchestrated by The Future Project, a fast-growing non-profit transforming inner-city public schools across the country and with a big vision for America's future. With support from a dozen other great partners, we seek to create a nationwide movement to empower our schools to help every child in America unlock their potential to make positive contributions to their community.

## YOU.

If we can transform our schools, our children will thrive. But if schools remain stuck in time, millions of young Americans will be adrift. **You need to help fight for their future:**



Go to our website [mltsfilm.org](http://mltsfilm.org) and join the fight



Forward a link to our website to friends and colleagues



Host a screening of *Most Likely to Succeed* at your school



Follow us on social media:



[facebook.com/mltsfilm](https://facebook.com/mltsfilm)



@mltsfilm & @dintersmith



@mltsfilm



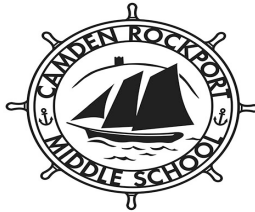
Buy the book *Most Likely To Succeed*, by Tony Wagner & Ted Dintersmith at [amazon.com](http://amazon.com)

The 21st century is going to be all about building, creating, and innovating. This remarkable film shows a path of how we can empower all of our children to do that.

**SAL KHAN, KHAN ACADEMY**



Student engagement plummets from 80% in elementary school to less than 40% in high school. And the Lego Foundation reports that students lose more than 90% of their creative capacity during their school years.



## CRMS Principal's Report March 2016

Prepared by: Jaime Stone

### Instruction

1. Board Goal- 75% of all students will meet their growth targets in math and reading as shown by NWEA. (spring to spring measure)
2. School Goal- 75% of all students will meet normative RIT benchmarks at their given grade level in both reading and math. (as measured by Spring 2016)
  - a. Departments will engage in a data dialogue and data analysis protocol to identify areas for potential targeted improvement. (Math grade 7, writing- older data, etc..). Models the board goal for achievement. Add the layer of looking at % of students meeting proficiency levels.
  - b. Co-Teaching Transition- Co-Planning and Collaborative Teaching- Various Professional Development Opportunities
  - c. Staff Data Dialogues- Data Walls

### Progress Towards This Goal

- ✓ Intervention coordinator attended NWEA National Conference to participate in training in the administration of the assessment and the analysis of data and it's best use for our school(s).
- ✓ Updated data tables for fall NWEA scores show strong evidence for exceeding our NWEA goals school wide in both math and reading. While as a school we are collectively meeting the goal, grade level data still shows one grade level is not yet meeting this goal.
- ✓ Winter data from NWEA assessment of intervention students was used to reassign students to interventions throughout all grade levels.

### Curriculum and Vision

1. **Curriculum and Vision:** 100% of our teams will design and implement at least one meaningful interdisciplinary unit of instruction during the school year that hits the following components; it's relevant to the lives of our students, it crosses at least two disciplines, it's shared with an authentic audience and/or shared publicly. This work is done to create an environment that maximizes student motivation and engagement, creates a more connected environment for our students (which is developmentally critical), and in turn continue to improve academic achievement.
  - a. Team of teachers and admin. visited King Middle School to look at Expeditionary Learning practices - Send another team this spring.
  - b. Staff survey to move in this direction- 96%- Continue to survey staff
  - c. Analysis of schedule- unlocking the schedule to provide more connection for staff and students
  - d. Follow-Up Professional Development- Interdisciplinary Design
  - e. Curriculum Development Time- Project Development Time

### **Progress Towards This Goal**

- ✓ The team for the King Visit is being assembled for a May site seminar professional development
- ✓ Teams have had two planning sessions to prepare for the school wide project day, April 6th.
- ✓ A more finalized draft schedule is complete for the staff to review this month with feedback.
- ✓ Principal Chat's were held to discuss feedback about the school and also to discuss initiatives within the school including project based learning and interdisciplinary planning.

### **Leadership**

1. Increase and improve teacher leadership opportunities throughout the school. This work is done to create an environment that encourages teacher motivation, creativity, and shared leadership, which in turn positively impacts school culture and student achievement.
  - a. Admin, with feedback from SLT (and teachers), will create a baseline draft of current teacher leadership opportunities at CRMS, as defined by influence and decision-making through specific structures and strategies.
  - b. Provide Skilled Facilitator Training to Team Leaders and Department Heads (Great Schools Partnership) and ongoing follow up

### **Progress Towards This Goal**

- ✓ Team leads continue the discussion of possible scheduled adjustments and teacher leadership opportunities around curriculum in the coming year during team meetings.

### **Additional Updates**

- ✓ **The Little Mermaid Jr. April 1<sup>st</sup> 7pm and 2<sup>nd</sup> at 3pm- at the Strom.** Performed by our amazing middle school students! Please come and support the show. The work has been amazing! Students have worked with art club to create several of the large-scale puppets that will be worn as the costumes. Several parent volunteers, art residents, and youth arts have supported the amazing work led by our school staff and stipend holders.

11 Children's Way  
Rockport, Maine 04856

**(207) 236-7809**  
**FAX (207) 236-7820**



**Janet Anderson**  
Principal

**Shawna Kurr**  
Assistant Principal

MSAD #28 Board  
CRES Principal Report  
March - 2016



Andre at CRES

1. School Goals Update:

**GOAL #1 - As measured by a survey in May/June, 80% of the staff will report a sense of belonging, engagement, and collegiality within the school community.**

- The whole school traveled to CHRHS on March 2nd for the performance of *Charlotte's Web*. All enjoyed the show!
- Grade levels met with the Behavior RTI team on March 4 to talk about the behavior needs of their students. Interventions were discussed and plans were made to support the students.
- Dr. Seuss celebrations were held in different classrooms and grades the week of Feb. 29 - March 4. First graders were treated to the visit of *Thing 1* and *Thing 2*. Dr. Seuss books were read in classrooms and everyone enjoyed celebrating the birthday of Dr. Seuss and his many contributions to children's literacy.

**GOAL #2 - Using samples of student work, teachers will observe writing growth on the *Learning Progressions* for 50% of their students.**

Teachers participated in a Professional Development session on March 2 that focused on Opinion Writing. All learned about a protocol for having an argument/debate dialogue that can be taken back to the classroom.

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**Janet Anderson**  
Principal

**Shawna Kurr**  
Assistant Principal

Teachers also discussed the continuum of opinion writing, K-4, to gain an overview of this type of writing.

**Goal #3 - 75 % of students (K-4) will meet the end of year reading benchmark (independent level) using the Fountas and Pinnell Benchmark Assessment in May/June.**

- MEA testing window - Mathematics & ELA/Literacy for grades 3 & 4 is 3/21/16/ to 4/15/16. Testing will begin in 3<sup>rd</sup> grade on March 28 and 4<sup>th</sup> grade begins on April 4. The testing will take four days for each grade level.

**Goal #4 - Student progress on end-of-year standards will be reported three times a year to parents.**

- During the staff meeting on Feb. 23, teachers participated in a workshop about *Feedback and Critique*. They discussed how to write comments that were **kind, specific, and helpful** so that report cards would support learning and inform parents in meaningful ways. There was also discussion about alignment and consistency.
- Parent/Teacher Conferences are March 16, 17, and 18. Conferences will be held in the evening on the 17<sup>th</sup> and there is no school for students on the 18<sup>th</sup>.
- Standards-based report cards will go home March 25.

2. CRES helped Rockport celebrate their 125<sup>th</sup> Anniversary on Feb. 27. 4<sup>th</sup> graders presented *Home by the Sea* that was written and directed by Scott Dyer. The CRES gym was filled with an appreciative audience. Other activities that were hosted by the town of Rockport took place in the lobby and outside the building. Susan Boivin and her team prepared lunch (chili, hotdogs, and chili on hot dogs) for visitors in the cafe.

3. Author, Ellen Potter, visited with 4<sup>th</sup> graders on March 4 and followed up with a workshop in classrooms about writing.

4. Kindergarten Registration will be held the week of March 28 - April 1 for incoming kindergarteners. Kindergarten screening and teacher interviews are being scheduled for Friday, May 27.

# Student Enrollment

March 9, 2016

Date: March 9, 2016  
TO: Janet Anderson Maria Libby  
FM: Brenda Fournier  
RE: Enrollment – 3/9/16

## Camden-Rockport Elementary School

### **Grade Kindergarten: (77)**

Gordon 16  
Wickenden 17  
Sabanty 16  
Curtis 16  
Hardy-Gilson (K) 6  
Sady (K) 6

### **Grade 3: (73)**

Massengale 18  
Kennedy 18  
Davis 18  
Constantine 19

### **Grade 1: (65)**

Pierce 17  
Fitzpatrick 18  
Starrett 17  
Hardy-Gilson (1) 7  
Sady (1) 6

### **Grade 4: (76)**

Finkelstein 19  
Dishop 18  
Collins 20  
Marsh 19

### **Grade 2: (85)**

Chadwick 18  
Shocki 18  
Gross 18  
Connors 18  
Hardy-Gilson (2) 7  
Sady (2) 6

### **Grand Total: 376**

#### **GRAND TOTALS**

<b>Kindergarten:</b>	<b>77</b>
<b>Grade One:</b>	<b>65</b>
<b>Grade Two:</b>	<b>85</b>
<b>Grade Three:</b>	<b>73</b>
<b>Grade Four:</b>	<b>76</b>
	<hr/>
	<b>376</b>



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Superintendent  
**Gary Gonyar**  
Assistant Superintendent

Finance Agenda  
Wednesday March 16th, 2016  
6:30PM  
CRES Atrium

1. Call to Order
2. Review of Capital Maintenance Reserve Warrant Article
3. Review Article II Ballot Question - "To Continue the Budget Validation Process".
4. Requested Budget 2016-2017 update
5. Other
6. Adjourn

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**Maria Libby**  
Superintendent  
**Gary Gonyar**  
Assistant Superintendent

Maine School Administrative District 28  
Finance Committee Minutes  
2-10-16

Board Present

John Lewis  
Gretchen Richards  
Lynda Chilton

Kristin Collins

Also Present

Maria Libby, Superintendent  
Gary Gonyar, Assistant Superintendent  
Cathy Murphy, Business Manager  
Val Mattes, Special Ed. Director

Jaime Stone, Principal CRMS  
Janet Anderson, Principal CRES  
Keith Rose, Facilities Director  
Colin Sutch, Technology Coordinator

The meeting was called to order at 6:00PM.

A Power-point presentation was given on the 2016-2017 requested budget. The requested budget currently results in an increase to the taxpayer of .32% or \$37,948. The requested budget currently results in an increase to the expenses of 1.15% or \$147,746. This option includes increasing the use of the fund balance by \$50,000.

A second option was presented to the Finance Committee which did not increase the use of the fund balance by \$50,000. This resulted in a .74% or \$87,948 increase to the taxpayers.

The Finance Committee by straw poll vote agreed to recommend to the full school board Option 1 which currently results in a .32%, or \$37,948 increase to the taxpayers.

Actual health insurance increases are not known at this point and a 8% increase is budgeted. Adjustments will be made as necessary to the budget and presented to Finance Committee at the March 16<sup>th</sup> and April 13<sup>th</sup> Finance Committee meetings. The budget will be approved by the full School Board at the April 13<sup>th</sup> School Board meeting.

Budget documents including the Power-point presentation can be found at:  
<http://www.fivetowns.net/sad/budgetDevel.cfm>

The budget to actual for January 2016 was reviewed. The expense budget should have 38% remaining and currently there is 41.92% remaining in the budget.

The meeting adjourned at 6:40PM.

**MSAD #28 CSD POLICY**

**PROCEDURE TO DISCONTINUE  
A SPORT OR STUDENT ACTIVITY**

There are times when it becomes appropriate to discontinue sanctioning and funding a sport or student activity due to factors such as: decreased participation, costs, funding availability, either for the activity/sport or for school programs in general, availability of competition (for those that are competitive), loss of MPA sanctioning, etc.

Whenever participation falls below the numbers specified in policy JJA-P Participation Guidelines for Student Activities, it will be appropriate for the building administrator to recommend discontinuation of that sport or activity.

Whenever it becomes appropriate to discontinue a sport or activity, the following process will be followed:

1. The building administrator will review the situation with the Superintendent who will make a recommendation to the Board.
2. The Board may act to place the sport or activity on “probation” for one school year or may act to discontinue it.
3. At the end of a probationary year, the Board will act to either (a) reinstate the sport/activity to regular status, or (b) discontinue it, or (c) extend the probationary period.

Cross Reference:

JJA – Student Organizations

JJA-P – Participation Guidelines for Student Activities

First Reading: March 16, 2016

**MSAD #28 POLICY**

**STUDENT ACTIVITIES FUNDS MANAGEMENT**

The accounting system for managing student funds shall be designed to yield the largest possible educational return to pupils without sacrificing the safety of funds or exposing pupils to undue responsibility or unnecessary routine.

The district administration is charged with the responsibility for making rules, regulations and procedures for the conduct, operation and maintenance of extracurricular accounts, and for the safeguarding, accounting and audit of all monies received and derived there from.

Legal Reference:  
17 M.R.S.A. §331

Cross Reference:  
JJE – Fundraising

First Reading: March 16, 2016

**MSAD #28****EXPULSION OF STUDENTS GUIDELINES**

The following steps constitute general guidelines for the conduct of an expulsion hearing. The guidelines may be adjusted to meet the flexible requirements of due process on a case-by-case basis.

**Procedure for Conduct of Board Hearing to Expel**

- A. Any discussion, consideration or hearing by the School Board of suspension or expulsion of a student shall be in executive session.
- B. The Board shall be in a public meeting and vote to enter executive session.
- C. Executive session requires a 3/5 affirmative vote of the members present and voting, and the vote must be recorded.
- D. The parents/guardians, the student and legal counsel (if any) must be present for the hearing, except that the hearing may go forward if the parents/guardians and student (if 18 years of age or older) have been provided prior written notice and failed to appear for the hearing.

**Executive Session**

- I. General Rules of Conduct
  - A. The hearing officer (Board Chair/designee or Board attorney) will conduct the hearing.
  - B. Witnesses shall be sequestered in response to a request by either party.
  - C. The hearing officer will state “no irrelevant or repetitious evidence will be allowed and no debate between the parties will be allowed.”
  - D. The hearing officer will state that “all parties are expected to maintain the confidentiality of the proceeding.”
  - E. The School Board and student (at his/her own expense) may be represented by legal counsel through each stage of the process.
- II. Procedures
  - A. The hearing officer will state for the record:
    - 1) Date of this hearing;
    - 2) Place of hearing;
    - 3) Time of hearing;
    - 4) Name of student;
    - 5) Those in attendance for the administration;
    - 6) Those in attendance for the student; and
    - 7) Those in attendance for the School Board.
  - B. The hearing officer will request from the Superintendent a copy of the hearing notice, read the hearing notice to the School Board and include the notice in the record. If no person appears at the hearing on behalf of the parents/guardians or student, the hearing officer will request that the Superintendent confirm that the parents/guardians and student (if age 18 or older) were provided notice of the hearing.
  - C. The Superintendent or designee, hereafter called “the administration,” will make an

opening statement that includes an overview of the evidence, his/her recommendation, the reason(s) for the recommendation, and the legal basis for the recommended expulsion.

- D. The hearing officer will inform the student and parents/guardians of their rights:
    - 1) To hear the evidence;
    - 2) To cross examine witnesses; and
    - 3) To present witnesses and offer other relevant evidence.
  - E. The hearing officer will ask if any member of the Board finds him/herself in a possible conflict of interest situation because he/she knows the student or parents/guardians to such an extent, or has knowledge of the facts to such an extent, that he/she could not impartially hear the facts and decide the issue on its merits.
  - F. All witnesses shall be sworn in by the hearing officer. Each witness raises his/her right hand and is asked, "Do you solemnly affirm to tell the truth, the whole truth and nothing but the truth?"
  - G. The administration calls its witnesses.
  - H. After each witness has answered all questions put by the administration, then the student/designee (hereinafter, the student) may cross examine. This should be limited to questions and not arguments with the witness.
  - I. The administration may ask rebuttal questions after the student finishes questioning.
  - J. Members of the Board may ask questions at the conclusion of the rebuttal.
  - K. The student may then call his/her own witnesses to testify, and the student may testify. All witnesses will be sworn. The administration may cross examine. The student may ask rebuttal questions. After the rebuttal questions, the Board may ask questions.
  - L. When all the student's witnesses have completed testimony (including the student), the administration may call additional rebuttal witnesses who may be cross examined.
  - M. At the end of the testimony, the administration shall make a statement which should include its recommendations. The same may then be done by/for the student.
  - N. The Board should then deliberate in executive session. The Superintendent, Board attorney, administration, the student charged, his/her parents/guardians, and the student's legal counsel may remain for deliberations. If the student and representatives elect not to be present during deliberations, the administration will also be excluded from deliberations, except that the Superintendent may remain to provide guidance to the Board if he/she was not directly involved in the investigation/presentation of evidence.
  - O. The Board shall discuss whether the charges are more likely than not supported by the evidence presented. The Board may discuss and/or draft proposed finding of fact(s) concerning the charges prior to leaving the executive session.
  - P. The Board shall then leave executive session.
- III. Public Session
- A. In public session, a member of the Board may make a motion to "expel a student and direct the Superintendent to provide the student and his/her parents/guardians with the Board's finding of fact(s)." Following a second, the Board Chair should state the motion and the Board should vote. If no motion is made to expel, the student will return

- to school at the conclusion of the previously imposed administrative suspension.
- B. The Superintendent is responsible for notifying the parents/guardians (and the student if age 18 or older) of the Board's decision. If the student has been expelled, the Superintendent will also provide notice of the conditions, if any were given at that time, for Board consideration of readmission.

First Reading: March 16, 2016

**MSAD #28 POLICY**

**STUDENT DISMISSAL PRECAUTIONS**

The School Board seeks to safeguard students by requiring procedures for excusing students from attendance at school. The building principals are directed to develop and implement administrative procedures for dismissing students, subject to the approval of the Superintendent.

Students will be released only to parents, legal guardians, and other persons specifically authorized in writing by parents/legal guardians to pick up the student. If the building principal/designee has reason to question the authenticity of any written or verbal communication regarding the release of a student, the parents/guardians shall be contacted for confirmation. The building principal/designee has the authority to deny the release of students to unauthorized or unknown persons.

A custodial parent/guardian who wishes the school to comply with provisions of a court order to restrict access to a child is responsible for providing a certified copy of such order to the school.

In addition, administrative procedures concerning student dismissal shall incorporate the following components:

- A. A procedure for dismissing students in the event of an emergency during the school day;
- B. A procedure for dismissing students for illness and other reasons prior to the end of the school day; and
- C. A procedure for confirming the identity of parents/guardians and others authorized to pick up students prior to releasing students.

Cross Reference:

EBCA - Crisis Response Plan

JEA - Compulsory Attendance Ages

KI - Visitors to the Schools

First Reading: March 16, 2016



## MSAD #28 Contract for Use and Rental of School Facilities Camden-Rockport Middle School

This agreement is made on \_\_\_\_\_ between MSAD #28 and:

Organization \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

**Name of Event or Function:** \_\_\_\_\_ **Category** \_\_\_\_\_ **Fee** \_\_\_\_\_ **No Fee**

Type of Event: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Type of Event: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Type of Event: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Facility/Service:	No. of days/hrs.	Fee	Per day/hr.	Total
		\$	Per day/hr.	\$
		\$	Per day/hr.	\$
		\$	Per day/hr.	\$
		\$	Per day/hr.	\$
Custodial per person	hour(s)	\$35	Per hour	\$
Food Service per person	hour(s)	\$35	Per hour	\$
Info Tech per person	hour(s)	\$40	Per hour	\$
Field Maintenance per person	hour(s)	\$40	Per hour	\$
Piano Rental – Upright	day(s)	\$25	Per day	\$
<b>Total Estimated Charges:</b>				\$
<b>Minimum Deposit Due:</b>				\$

**This contract must be submitted two weeks in advance of your event with a copy of the certificate of insurance (if applicable), and a deposit of at least 25% of the total fee. The balance of rental fees and any additional fees are due upon invoicing. Make check payable to MSAD #28 and mail to CRMS, 34 Knowlton Street, Camden, ME 04843**

On behalf of the above organization, I certify that I have read and agree to the terms of this contract. I also agree that I have read and agree to Policy KFB, Facilities Use. I agree to provide adequate adult supervision at all times during the use of the facilities, and as lessee, I will assume responsibility for all fee charges and will indemnify and hold harmless the MSAD #28, its School District Committee, officers, agents, employees and students (“Releasees”) from any and all claims, actions, losses, damages, liabilities and expenses (including without limitation attorney’s fees) of any kind (“Claims”), including Claims caused by or arising from the negligence of Releasees, arising out of this Contract and/or the use of the facility or the equipment, other school property or school premises. I understand and agree that I am financially responsible for any damage to the facilities and that the MSAD #28 is not responsible for loss or damage of articles brought to the facility.

**Lessee** \_\_\_\_\_ **Date** \_\_\_\_\_

**Principal or Designee** \_\_\_\_\_ **Date** \_\_\_\_\_

\_\_\_\_\_ Athletic Coordinator      \_\_\_\_\_ Food Services Director      \_\_\_\_\_ Operations & Maintenance Director

**Rental and Services Fees**

The Daily Rental Fees are based on an 8-hour day. For shorter periods of time, the fee is determined on an hourly rate equal to 1/8 of the daily fee.

<b>Facilities Rental Fees</b>	Daily	Hourly
Band Room	\$64	\$8
Chorus Room	\$64	\$8
Classroom	\$64	\$8
Cafeteria	\$64	\$8
Cafeteria W/Kitchen *	\$128	\$16
Playing Fields	\$128	\$16
Parking Lots	\$64	\$8

<b>Service Fees</b>	Daily	Hourly
*Custodial <i>per person</i>		<del>\$30</del> <b>\$35</b>
*Food Service <i>per person</i>		<del>\$30</del> <b>\$35</b>
*Info Tech <i>per person</i>		<del>\$36</del> <b>\$40</b>
*Field Maintenance <i>per person</i>		<del>\$35</del> <b>\$40</b>
Piano Tuning	<i>at Lessee's Expense</i>	
Piano Rental- Upright	\$25	n/a

\*Subject to availability of staff

**The Principal or designee is the ultimate authority in all matters relating to use or rental of the facilities and has the authority to deny any request that is not in the best interest of the District or to charge additional fees for any event that may have an unusual impact on the facilities.**

First Reading: March 16, 2016

# Camden-Rockport Middle School Request for Facility Use

Organization: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Name of Event: \_\_\_\_\_

Type of Event:  music  dance  speaker  meeting  athletic  other \_\_\_\_\_

Fee Category: Are you charging an entrance fee to your event?  Yes  No (If yes, insurance required)

Date of Event: \_\_\_\_\_ Need Snow Date?  Yes  No

Time of Event: \_\_\_\_\_ Set-up Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Rooms Requested:  Band Room  Cafeteria  
 Chorus Room  Cafeteria with Kitchen (**Insurance required**)  
 Classroom  Playing Fields  
 Gym (**Insurance required**)  Parking Lots

Equipment:  Piano Upright  Tables: \_\_\_\_\_  Chairs: \_\_\_\_\_  Athletic: \_\_\_\_\_  
 Other: \_\_\_\_\_

Tech Needs:  Projector  Vocal mics  Instrumental mics  Apple TV  Screen  
 Other: \_\_\_\_\_

## Additional Information:

### Insurance and Damage information:

*Per MSAD #28 policy KFB, a certificate of insurance in the amount of \$1,000,000.00 naming the MSAD #28 as an additional insured and covering the period under contract is required for all events using the gymnasium and kitchen and all other events that charge an admission fee. This certificate must be presented prior to the start of the period covered by this contract. Local school districts and municipal governments are not required to provide an insurance certificate. If your organization is not using the gymnasium or kitchen and you do not have insurance, you must sign the Damage Responsibility section below.*

I will provide an insurance certificate as required.

**OR**

I have read and understand MSAD #28 policy KFB and agree that I am financially responsible for any damage to the facilities, and that the MSAD #28 is not responsible for loss of or damage to articles brought to the facility.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Organization

\_\_\_\_\_  
Date

**Please complete and return to: Facilities Scheduler, Camden-Rockport Middle School 34 Knowlton Street, Camden, ME 04843**

Office Use Only:

Notify: \_\_\_\_\_ Building Administrator \_\_\_\_\_ Operations & Maintenance Dir. \_\_\_\_\_ Food Service Dir. \_\_\_\_\_ Athletic Coordinator.

Calendared:  Deposit Rec'd:  Insurance Received:   
Contract Sent:  Event Billed:   
Contract Rec'd:  Invoice Paid:

First Reading: March 16, 2016

**MSAD #28 Contract for Use and Rental of School Facilities  
Camden-Rockport Elementary School**

This agreement is made on \_\_\_\_\_ between MSAD #28 and:

Organization \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

**Name of Event or Function:** \_\_\_\_\_ *Category* \_\_\_\_\_ **Fee** \_\_\_\_\_ **No Fee**

*Type of Event:* \_\_\_\_\_ *Date:* \_\_\_\_\_ *Time:* \_\_\_\_\_

*Type of Event:* \_\_\_\_\_ *Date:* \_\_\_\_\_ *Time:* \_\_\_\_\_

*Type of Event:* \_\_\_\_\_ *Date:* \_\_\_\_\_ *Time:* \_\_\_\_\_

Facility/Service:	No. of days/hrs.	Fee	Per day/hr.	Total
		\$	Per day/hr.	\$
		\$	Per day/hr.	\$
		\$	Per day/hr.	\$
		\$	Per day/hr.	\$
Custodial per person	hour(s)	\$35	Per hour	\$
Food Service per person	hour(s)	\$35	Per hour	\$
Info Tech per person	hour(s)	\$40	Per hour	\$
Field Maintenance per person	hour(s)	\$40	Per hour	\$
Piano Rental – Upright	day(s)	\$25	Per day	\$
<b>Total Estimated Charges:</b>				\$
<b>Minimum Deposit Due:</b>				\$

**This contract must be submitted two weeks in advance of your event with a copy of the certificate of insurance (if applicable), and a deposit of at least 25% of the total fee. The balance of rental fees and any additional fees are due upon invoicing. Make check payable to MSAD #28 and mail to CRES, 11 Children’s Way, Rockport, ME 04856**

On behalf of the above organization, I certify that I have read and agree to the terms of this contract. I also agree that I have read and agree to Policy KFB, Facilities Use. I agree to provide adequate adult supervision at all times during the use of the facilities, and as lessee, I will assume responsibility for all fee charges and will indemnify and hold harmless the MSAD #28, its School District Committee, officers, agents, employees and students (“Releasees”) from any and all claims, actions, losses, damages, liabilities and expenses (including without limitation attorney’s fees) of any kind (“Claims”), including Claims caused by or arising from the negligence of Releasees, arising out of this Contract and/or the use of the facility or the equipment, other school property or school premises. I understand and agree that I am financially responsible for any damage to the facilities and that the MSAD #28 is not responsible for loss or damage of articles brought to the facility.

**Lessee** \_\_\_\_\_ **Date** \_\_\_\_\_

**Principal or Designee** \_\_\_\_\_ **Date** \_\_\_\_\_

\_\_\_\_\_ P.E. Teacher                      \_\_\_\_\_ Food Services Director                      \_\_\_\_\_ Operations & Maintenance Director

**Rental and Services Fees**

The Daily Rental Fees are based on an 8-hour day. For shorter periods of time, the fee is determined on an hourly rate equal to 1/8 of the daily fee.

<b>Facilities Rental Fees</b>	Daily	Hourly
Atrium	\$64	\$8
Library	\$64	\$8
Classroom	\$64	\$8
Gym	\$128	\$16
Cafeteria	\$64	\$8
Cafeteria W/Kitchen *	\$128	\$16
Playing Fields	\$128	\$16
Parking Lots	\$64	\$8

<b>Service Fees</b>	Daily	Hourly
*Custodial <i>per person</i>		<del>\$30</del> <b>\$35</b>
*Food Service <i>per person</i>		<del>\$30</del> <b>\$35</b>
*Info Tech <i>per person</i>		<del>\$36</del> <b>\$40</b>
Piano Tuning	<i>at Lessee's Expense</i>	
Piano Rental- Upright	\$25	n/a

\*Subject to availability of staff

**The Principal or designee is the ultimate authority in all matters relating to use or rental of the facilities and has the authority to deny any request that is not in the best interest of the District or to charge additional fees for any event that may have an unusual impact on the facilities.**

First Reading: March 16, 2016

# Camden-Rockport Elementary School Request for Facility Use

Organization: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Name of Event: \_\_\_\_\_

Type of Event:  music  dance  speaker  meeting  athletic  other \_\_\_\_\_

Fee Category: Are you charging an entrance fee to your event?  Yes  No (If yes, insurance required)

Date of Event: \_\_\_\_\_ Need Snow Date?  Yes  No

Time of Event: \_\_\_\_\_ Set-up Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Rooms Requested:  Gym (**Insurance required**)  Cafeteria  
 Atrium  Cafeteria with Kitchen (**Insurance required**)  
 Classroom  Playing Fields  
 Parking Lots

Equipment:  Piano Upright  Tables: \_\_\_\_\_  Chairs: \_\_\_\_\_  Athletic: \_\_\_\_\_

Other: \_\_\_\_\_

Tech Needs:  Projector  Vocal mics  Instrumental mics  Apple TV  Screen

Other: \_\_\_\_\_

## Additional Information:

### Insurance and Damage information:

*Per MSAD #28 policy KFB, a certificate of insurance in the amount of \$1,000,000.00 naming the MSAD #28 as an additional insured and covering the period under contract is required for all events using the gymnasium and kitchen and all other events that charge an admission fee. This certificate must be presented prior to the start of the period covered by this contract. Local school districts and municipal governments are not required to provide an insurance certificate. If your organization is not using the gymnasium or kitchen and you do not have insurance, you must sign the Damage Responsibility section below.*

I will provide an insurance certificate as required.

**OR**

I have read and understand MSAD #28 policy KFB and agree that I am financially responsible for any damage to the facilities, and that the MSAD #28 is not responsible for loss of or damage to articles brought to the facility.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Organization

\_\_\_\_\_  
Date

**Please complete and return to: Facilities Scheduler, Camden-Rockport Middle School 34 Knowlton Street, Camden, ME 04843**

Office Use Only:

Notify: \_\_\_\_\_ Building Administrator \_\_\_\_\_ Operations & Maintenance Dir. \_\_\_\_\_ Food Service Dir. \_\_\_\_\_ P.E. Teacher

Calendared:

Deposit Rec'd:

Insurance Received:

Contract Sent:

Event Billed:

Contract Rec'd:

Invoice Paid:

First Reading: March 16, 2016

## **MSAD #28 POLICY**

### **MEMORIALS**

The Board recognizes that when a school community experiences the sudden death of a student or staff member, it is important to the school community and to those who are personally affected by the death to acknowledge the event. Additionally, certain traumatic events occurring on a local, state or national level may also give rise to the need for school unit acknowledgment through appropriate activities. Requests from students, staff, parents or others for remembering or memorializing a person or event must be approved by the Superintendent or designee, subject to the provisions of this policy.

It is the intent of the board to exercise care in the methods used to acknowledge the deceased staff or student and family.

Memorials shall be limited to the following as approved by building administration:

1. Memorial scholarships may be accepted and awarded under criteria approved by the Board. All such offers should be submitted to the Board with pertinent information concerning the purpose of the memorial scholarship. Funds will be administered by the MSAD #28.
2. The deceased student's picture may be placed with their class in the yearbook. Information accompanying the picture must be approved in advance by the building administration. The photo must be comparable to those of other classmates (size, poses, etc.). A memorial page for the deceased student is not allowed.
3. Items may be accepted by the district in memory of an individual or event with Board approval only. The Board will consider any maintenance costs to the district of such gifts. Items received become the property of the district and will be used for the purpose for which they were donated.
4. Schools may observe a moment of silence in memory of the individual or in recognition of certain traumatic events as deemed appropriate by the superintendent or designee. Additional district counseling services may be made available to provide support.

School will not be dismissed early or cancelled on the day of a memorial or funeral service unless approved by the Superintendent.

The school unit will not hang plaques commemorating the deceased or install permanent living memorials, such as planting trees unless approved by the Board.

Flags may be lowered only in accordance with state and federal law. District property (e.g., buildings, rooms, fields, gymnasiums, etc.) may be named or renamed to memorialize an individual with Board approval only.

Cross Reference:     EBCA – Emergency Management Plan  
                          KCD – Public Gifts/Donations to the Schools

First Reading: February 10, 2016

Second Reading: March 16, 2016



**MSAD #28 POLICY****WEAPONS, VIOLENCE AND SCHOOL SAFETY**

The School Board believes that students and staff are entitled to learn and work in a school environment free of violence, threats and disruptive behavior. Students are expected to conduct themselves with respect for others and in accordance with Board policies, school rules, reasonable unwritten behavior expectations, and applicable state and federal laws.

School staff are required to immediately report incidents of prohibited conduct by students to the principal/designee for investigation and appropriate action.

**I. PROHIBITED CONDUCT**

Students, **staff, and all other persons** are prohibited from engaging in the following conduct on school property, while in attendance at school or at any school-sponsored activity, or at any time or place that such conduct directly interferes with the operations, discipline or general welfare of the school:

- A. Possession and/or use of articles commonly used or designed to inflict bodily harm and/or to threaten intimidate, coerce or harass another person ~~except when used in an approved instructional activity.~~ Examples of such articles include, but are not limited to, firearms, BB guns, pellet guns, any other kind of gun, ammunition, explosives, cross-bows, brass knuckles, switchblades, knives, chains, clubs, Kung Fu stars and nunchucks;
- B. Use of 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 of such articles include, but are not limited to, bats, belts, picks, pencils, compasses, objects capable of ignition ( e.g. matches, lighters), files, tools of any sort and replicas of weapons (including toys);
- C. Violent or threatening behavior, including but not limited to fighting, assault and/or battery, taking hostages, threats to commit violence against persons or property (e.g., verbal or written death threats, threats of bodily harm, bomb threats);
- D. Verbal or written statements (including those made on or through a computer) which threaten, intimidate, or harass others, which tend to incite violence and/or disrupt the school program;
- E. Willful and malicious damage to school or personal property;
- F. Stealing or attempting to steal school or personal property;
- G. Lewd, indecent or obscene acts or expressions of any kind;

- H. Violations of MSAD #28 drug/alcohol and tobacco policies;
- I. Violations of state or federal laws; and
- J. Any other conduct that may be harmful to persons or property.

## II. EXCEPTIONS TO PROHIBITIONS ON POSSESSION AND DISCHARGE OF FIREARMS ON SCHOOL PROPERTY

- A. The prohibition on the possession and discharge of firearms on school property does not apply to law enforcement officials acting in the performance of their duties.
- B. The prohibition on the possession of a firearm does not apply to a person who possesses an unloaded firearm for use in a supervised educational program approved and authorized by the Board and for which the Board has adopted appropriate safeguards to ensure student safety.
- C. Nothing in this policy shall prevent the school system from offering or approving instructional activities related to firearms (e.g., hunter safety). Any proposal to introduce an instructional activity involving firearms must be submitted in writing to the Superintendent, who will make a recommendation to the Board. Such proposal must state the objectives of the activity and describe the safeguards that will be put in place to ensure student and staff safety. No firearms may be used in instructional activities or brought to school for instructional activities unless the Superintendent/designee has given specific permission in advance.

## III. USE OF OTHER WEAPONS IN INSTRUCTIONAL ACTIVITIES

- A. Nothing in this policy shall prevent the school system from offering instructional activities using objects other than firearms that are generally considered weapons (e.g., bows and arrows) or from allowing an object generally considered a weapon to be brought to school for supervised instructional activities (e.g., archery, boat building) approved by the Board so long as the Board has adopted appropriate safeguards to ensure student and staff safety.
- B. Any proposal to introduce an instructional activity involving such objects must be submitted in writing to the Superintendent, who may [OR: will] make a recommendation to the Board. Such proposal must state the objectives of the activity and describe the safeguards that will be put in place to ensure student and staff safety.
- C. No weapons or objects that are generally considered weapons may be used in instructional activities or brought to school for instructional activities unless the Superintendent/designee has given specific permission in advance.

#### IV. DISCIPLINARY ACTION

~~Principals~~ **Building administrators** may suspend and/or recommend expulsion of students who violate this policy based upon the facts of each case and in accordance with applicable state and federal laws. Conduct which violates this policy is deliberately disobedient and deliberately disorderly within the meaning of 20-A MRSA §1001(9) and will be grounds for expulsion if found necessary for the peace and usefulness of the school. Such conduct may also be grounds for expulsion under other provisions of 20-A MRSA §1001 (9 and 9-A) that specifically prohibit the use and possession of weapons, infractions of violence, and possession, furnishing and trafficking of scheduled drugs.

Students who are found to have brought a firearm to school (as defined by federal law) shall be expelled for a period of not less than one year, unless this requirement is modified by the Superintendent on a case-by-case basis.

All firearms violations shall be referred to law enforcement authorities as required by law. Other violations of this policy shall be referred to law enforcement authorities at the discretion of the Superintendent.

Students with disabilities shall be disciplined in accordance with applicable federal and state laws/regulations and Board Policy JKF.

#### ~~Use of Firearms and other Weapons in instructional activities~~

~~Nothing in this policy shall prevent the school system from offering instructional activities related to firearms or other objects that are generally considered weapons (e.g., bows and arrows) or from allowing a firearm or other object generally considered a weapon to be brought to school for instructional activities (e.g., archery, hunter safety) approved by the school system so long as appropriate safeguards have been adopted to ensure student and staff safety. No weapons may be used in instructional activities or brought to school for instructional activities unless the Superintendent/designee has given specific permission in advance.~~

#### V. NOTIFICATION TEAM/CONFIDENTIALITY

Maine law authorizes law enforcement officers and criminal justice agencies to share with a superintendent or principal information pertaining to a juvenile when the information is credible and indicates an imminent danger to the safety of students or school personnel on school grounds or at a school function. Maine law requires the District Attorney to notify the superintendent when a juvenile is charged with use or threatened use of force or is adjudicated as having committed one or more juvenile crimes that involve the use or threatened use of force.

Within ten days, or immediately if necessary for school safety, the Superintendent shall convene a notification team. The notification team must include the administrator/designee of the school building where the student attends, at least one classroom teacher to whom the

student is assigned, a guidance school counselor, and the student's parent/guardian. The notification team shall determine on this basis of need which school employees are entitled to receive information concerning allegations or adjudications of use or threatened use of force. Information received by the Superintendent/designee and disclosed to the notification team and/or disclosed to school employees is confidential and may not become part of the student's educational record.

The Superintendent shall ensure that confidentiality training is provided to all school employees who have access to this information.

## VI. PSYCHOLOGICAL EVALUATION/RISK ASSESSMENT

The Board authorizes the Superintendent to request an immediate psychological evaluation of a student who violates this policy when, in his/her opinion, such an evaluation will assist in assessing the risk the student poses to school safety if the student were to remain in school. The Superintendent is also authorized to request psychological evaluations of students who have been identified as posing a substantial risk of violent behavior. All such evaluations shall be performed at the district's expense.

If the parents/guardians and/or student refuses to permit a requested psychological evaluation, the Superintendent and the Board may draw any reasonable inferences from the student's behavior concerning the risk the student poses to school safety for purposes of determining appropriate action.

### Legal Reference:

5 MRSA § 4681 et seq.

15 M.R.S.A. §§ 3301-A; 3308(7)(E); 3009

20 USCA §8921 (Gun-Free Schools Act of 1994)

20-A MRSA §§1001(9); 1001(9-A); 6552

17-A MRSA §§2(9);2(12-A)

### Cross Reference:

ACAA - Student Harassment of Other Students

ADC - Tobacco use and Possession

EBCA - Crisis Response Plan

JICH - Drug and Alcohol Use by Students

JK - Student Discipline

JKD - Suspension of Students

JKE - Expulsion of Students

JKF - Suspension/Expulsion of Students with Disabilities

JIH - Questioning and Searches of Students

KNA - Relations with Law Enforcement Authorities

### History:

Adopted: January 16, 2000, February 4, 2004

Revision:

First Reading: February 10, 2016

Second Reading: March 16, 2016

## MSAD #28 POLICY

### PUBLIC CHARTER SCHOOL STUDENTS-ACCESS TO NONCHARTER PUBLIC SCHOOL EXTRACURRICULAR AND INTERSCHOLASTIC ACTIVITIES

The Board recognizes that Maine law sets standards for public charter school student access to non-charter public school extracurricular and interscholastic activities.

"Extracurricular and interscholastic activities," for the purpose of this policy, are school-sponsored activities for which participants are selected by staff supervising the activities, including those teams, both athletic and academic, that participate in interscholastic competition.

The Superintendent/Building Administrator will be responsible for approving or withholding approval of applications to try out for an extracurricular activity. The Superintendent/Building Administrator may withhold approval only if the school does not have the capacity to provide the student with the opportunity to participate in the co-curricular activity. **The school does not have the capacity to provide a charter school student the opportunity to participate in an extracurricular activity when all available slots and positions for the activity are taken by regularly enrolled students. A student enrolled in an MSAD #28 school will not be denied the opportunity to participate in favor of a student enrolled in a charter school.** If approval is withheld, the Superintendent/Building Administrator will provide a written explanation to the student or the student's parent/guardian stating the reason for the decision.

A student enrolled in a public charter school is eligible to try out for extracurricular and interscholastic activities sponsored by the MSAD #28 provided that the following requirements are met:

- A. The public charter school student's parent/legal guardian resides within the attendance area served by the MSAD #28 or if the student withdrew from a MSAD #28 non-charter public school to attend the public charter school.
- B. The student applies for and receives written approval from the Superintendent/designee.
- C. The student agrees to abide by equivalent rules of participation as are applicable to regularly enrolled full-time students participating in the activity and provides evidence that the rules of participation are being met.
- D. The student pays the same activity fee as other students to participate.
- E. The student complies with the same physical examination, immunization, insurance, age, and semester eligibility requirements as regularly enrolled

students participating in the activity. All required documentation must be made available upon request by the school unit.

- F. The student meets equivalent academic standards as those established for regularly enrolled students participating in the activity and provides evidence that the academic standards are being met.
- G. The student abides by the same transportation policy as regularly enrolled students participating in the activity.
- H. The public charter school the student attends does not provide the same extracurricular or interscholastic activity.

The criteria for selection of participants shall be determined by the staff members (coaches, advisors and/or their supervisors) responsible for the activities. Tryouts are by nature competitive. ***Eligibility to try out does not guarantee participation.***

Decisions resulting in non-selection of individual students shall not be subject to appeal or reconsideration unless they are in violation of law or Board policy.

#### **VERIFICATION OF ELIGIBILITY**

To permit verification that the student has met eligibility requirements under this policy, the student's parent (or the student, if 18 years old) must authorize the public charter school to provide to the Superintendent/Building Administrator all information necessary to determine whether the student meets the requirements.

#### **DELEGATION OF AUTHORITY**

In order to maintain an efficient and orderly method for processing applications for participation, the Board authorizes the Superintendent/Building Administrator to develop procedures, as appropriate, for the Superintendent/Building Administrator's use in determining whether students have met eligibility requirements and for granting or withholding approval of participation.

The MSAD #28 has no obligation to notify or provide information concerning eligibility for participation in school-sponsored co-curricular, interscholastic or extracurricular activities to students enrolled in public charter schools.

#### **APPEALS**

Except as otherwise provided in this policy, appeals from administration and application of the Board policy are heard by the Board, whose decision is final and binding. Appeals

that question the Board's policy compliance with legal requirements must be made to the Commissioner, whose decision is final and binding.

**COST SHARING**

For each public charter school student who participates in an extracurricular activity at a the MSAD #28 non-charter public school, the public charter school must pay a reasonable share of the non-charter public school's costs for the activity, as determined through negotiations between the schools involved.

Legal Reference:  
20-A MRSA § 2415

History:  
First Reading: February 10, 2016  
Second Reading: March 16, 2016



## **MSAD #28 POLICY**

### **STUDENT ORGANIZATIONS**

The Board encourages students to enhance their knowledge and citizenship by participation in ongoing student organizations such as clubs, athletic teams, and other groups to promote or pursue specialized activities outside the regular classroom environment.

All organizations should be structured to help students develop the skills, knowledge and understanding of their chosen activity together with fostering respect and appreciation for team members, opponents, coaches and officials. It is the Board's intent that all organizations promote healthy competition, sportsmanship, cooperation, ethical conduct, integrity and citizenship.

### **MEMBERSHIP**

Membership in all student organizations shall be open on a voluntary basis in accordance with Board Policy and MPA regulations. Student organizations may establish specific qualifications for membership when related to the purposes of the organization. No student shall be denied membership on account of his/her race, color, national origin, disability, sexual orientation, or religion. Qualifications based on gender may be imposed only where necessary to preserve the health, safety, or welfare of students, or where gender is a bona fide and integral qualification for the activities of the organization.

### **MEETINGS OF STUDENT ORGANIZATIONS**

All student organizations shall have the right to meet on school premises during non-instructional time as designated by the principal. No student organization shall be denied equal access to school facilities on the basis of the religious, political, philosophical, or other content of the speech at the meetings of such organization, except as otherwise provided in this policy.

### **EQUAL ACCESS FOR STUDENT-INITIATED NON-ENDORSED GROUPS**

Students and/or parents seeking to establish a voluntary, non-curriculum related student group shall first seek approval of a building administrator.

Student and/or parent initiated, non-curricular related groups shall be permitted to conduct voluntary meetings on school grounds only before or after the school day, provided that the meetings do not materially or substantially interfere with the orderly conduct of the educational activities of the school or violate Board policy or state and federal law.

Such meetings shall be open to all students without regard to race, color, national origin, disability, sexual orientation, or religion.

~~No public funds may be expended on behalf of student groups covered by this policy except for the incidental cost of providing space for the meeting.~~

### **ENDORSEMENT OF STUDENT ORGANIZATIONS**

Endorsement is defined as the formal approval of an organization by the Board. Endorsement

allows participants in the organization to be representatives of the MSAD #28 who must abide by all Board policies and procedures.

1. Requests to form a student organization must first be submitted to the building administrator.  
~~Endorsement may not automatically imply annual funding or approval of a stipend position.~~
2. Volunteerism from community members should be encouraged by student organizations and the administration.
3. The Board must pre-approve all coaches/advisors for all endorsed student organizations even if they are not employed by the District. These individuals must abide by all MSAD #28 policies and procedures and will be supervised and evaluated in the same manner as a stipend holder.
4. Endorsement allows for the following:
  - Use of the school name
  - Use of school transportation, resources and facilities
  - Eligibility for league play and tournament participation
  - Liability coverage under the MSAD #28
  - ~~Eligibility to list participation on student transcripts~~
5. The Board will endorse only those programs that are consistent with the MSAD #28 policies as approved by the Board. ~~Endorsement proposals must come to the Board at least six months prior to the proposed start date.~~ The Board has sole authority for endorsing all organizations.
6. The following criteria will be the basis for the Board's decision:
  - a. Alignment with Board Policy ~~and the Educational Plan (Objective V)~~
  - b. Gender Equity - Title IX
  - c. Student Body Interest
  - d. Community Interest
  - e. Impact on Existing Programs
  - f. Impact on Facilities
  - g. Impact on Administration
  - h. Availability of Competition
  - i. Potential to Field Competitive Teams
  - j. Cost to operate
  - k. Availability of funds
7. New organizations will be placed on a two-year probationary status, during which time the program must meet all criteria set by the Board. Following completion of the second year, the appropriate administrator must submit to the Board an interim report. This report should provide recommendations and justifications for continued Board endorsement. The Board reserves the right to approve or deny final endorsement.
8. ~~Continued endorsement is subject to annual review.~~ **Student organizations will be reviewed annually by building administration.**

Cross Reference:

JEJE – Student Organizations **Out of State Competitions**  
KJB - Fundraising

History:

Adopted: April 14, 2004

Revision:

First Reading: February 10, 2016

Second Reading: March 16, 2016