

PARENT INVOLVEMENT IN TITLE I

The Machias School Committee endorses the parent involvement goals of Title I and encourages the regular participation by parents/guardians in all aspects of the school system's Title I programs.

For the purpose of this policy, "parents/guardians" includes other family members involved in supervising the child's schooling.

I. DISTRICT-LEVEL PARENT INVOLVEMENT POLICY

In compliance with federal law, the school unit will develop jointly with, agree on with, and distribute to parents of children participating in the school system's Title I programs a written district-level parent involvement policy.

Annually, parents/guardians will have opportunities to participate in the evaluation of the content and effectiveness of the school unit's parent involvement policy and in using the findings of the evaluation to design strategies for more effective parent involvement and to make revisions to the policy.

II. SCHOOL-PARENT INVOLVEMENT POLICY

As required by law, each school in the school unit that receives Title I funds shall jointly develop with parents/guardians of children served in the program a school parent/guardian involvement policy, including "School-Parent Compact" outlining the manner in which parents, school staff, and students will share the responsibility for improved student academic achievement in meeting State standards. The school policy will be distributed to parents/guardians of children participating in the school's Title I programs.

The "School-Parent Compact" shall:

- A. Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment enabling children in the Title I program to meet the State's academic achievement standards;
- B. Indicate the ways in which parents will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, monitoring television watching, volunteering in the classroom,

and participating, as appropriate, in decisions related to their children's education and positive use of extra-curricular time; and

- C. Address the importance of parent-teacher communication on an ongoing basis, with, at a minimum two parent-teacher conferences, frequent reports to parents, and reasonable access to staff.

III. PARENT INVOLVEMENT MEETINGS

Each school receiving Title I funds shall convene an annual meeting to which all parents/guardians of eligible children shall be invited to inform them about the school's participation in Title I and to involve them in the planning, review, and improvement of the school's Title I programs and the parent involvement policy.

In addition to the required annual meeting, at least one other meeting shall be held. To encourage involvement of parents/guardians of students participating in title I programs, meetings will be held at various times of the day and/or evenings.

These meetings shall be used to provide parents with:

- A. Information about programs the school provides under Title I;
- B. A description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency level students are expected to meet;
- C. Opportunities to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children; and
- D. The opportunity to submit comments to the district level if they are dissatisfied with the school-wide Title I program.

Title I funding, if sufficient, may be used to facilitate parent/guardian attendance at meetings through the payment of transportation and childcare costs.

IV. PARENT RELATIONS

Parents/guardians of children identified for participation in a Title I program shall receive from the building principal and Title I staff an explanation of the reasons supporting their child's selection, a set of objectives to be addressed, and a description of the services to be provided. Parents will receive regular reports on their child's progress and be provided opportunities to meet with the classroom

and Title I teachers. Parents will also receive training, materials, and suggestions as to how they can assist in the education of their children at home.

V. DELEGATION OF RESPONSIBILITY

The Superintendent/designee shall be responsible for ensuring that the school unit's Title I plan, programs, and parent involvement policies comply with applicable law and regulations and for developing administrative procedures, as needed, to implement this policy.

Legal References: 20 U.S.C. § 6318

Adopted: _____

PUBLIC GIFTS/DONATIONS TO THE SCHOOLS

The School Committee may accept, on behalf of the school unit, any bequest or gift of money or property for a purpose deemed suitable by the School Committee in accordance with state law. All gifts shall be accepted in the name of the school unit and become the property of the school unit, but may be designated for use in a particular school or department. The School Committee will officially acknowledge the gifts at a School Committee meeting and thank the donors in writing.

Only items of legitimate use in the school program shall be accepted. The School Committee is under no obligation to replace a gift if it is destroyed, lost, stolen or becomes worn out. Gifts will not be accepted if they involve an excessive cost for maintenance or installation. If installation is required, the gift shall be installed under the supervision of school unit personnel. The School Committee will notify in writing prospective donors if their gift cannot be accepted.

The Superintendent shall implement any administrative procedures necessary to carry out this policy.

Legal Reference: 20-A MRS § 4005

Adopted: _____

PUBLIC'S RIGHT TO KNOW/FREEDOM OF ACCESS

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

The School Committee designates the Superintendent, and to act in the absence of the Superintendent, the Assistant Superintendent, as the Public Access Officer for the Machias School Department.

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

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

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

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

The school unit is not required to create a record that does not exist.

ELECTRONICALLY STORED PUBLIC RECORDS

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

information contained in or associated with that file. The school unit is not required to provide access to a computer terminal.

FEES

Except as otherwise provided by law or court order, the Machias School Department may charge fees as follows:

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

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

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

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

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

Adopted: _____

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PUBLIC CONCERNS AND COMPLAINTS

Parents, students or other citizens with complaints or concerns regarding any aspect of the Machias School Department or an employee thereof shall be encouraged to seek a resolution at the lowest possible level. The only exceptions are complaints that concern School Committee actions or operations. Such complaints should be addressed to the School Committee Chair.

If the complaint cannot be resolved at the lowest level, the person initiating the complaint may appeal the decision to the next level (e.g., Supervisor of Buildings, Grounds & Transportation, Principal, or Special Education Director).

If the complaint cannot be resolved at any lower level, it may be appealed to the Superintendent. If the complaint remains unresolved at the Superintendent's level, the person making the complaint may request that the matter be placed on the agenda of the next regular School Committee meeting. The Superintendent and School Committee Chair shall determine whether the complaint should be placed on the agenda.

At all levels of the complaint process, school employees are required to inform the person making the complaint of his/her right to appeal the decision to the next level.

This policy shall not be utilized by employees for matters or grievances relating to any term or condition of their employment. Such matters shall be addressed through established channels for grievances.

Cross Reference: BEDB – Agenda Preparation and Dissemination

Adopted: _____

COMMUNITY USE OF SCHOOL FACILITIES

For the purpose of this policy, “school facilities” include buildings and grounds, parking lots, playing fields and fixed equipment.

It is the School Committee’s desire that the local taxpayers who provide the school should be able to obtain maximum use of the facilities, to the extent consistent with the primary educational function of the school. It is intended that community uses for educational, recreational, social, civic, philanthropic and like purposes be approved by the administration, in accordance with this policy, the implementing regulations, and a fee schedule approved annually by this School Committee.

The Superintendent is responsible for developing administrative regulations which provide for: timely applications; uses which do not interfere with educational or extracurricular programs of the public school students; preference to local, not-for-profit organizations; and the acceptance of appropriate responsibility and liability.

These factors are to further guide community use:

- A. A certificate of insurance shall be required as appropriate to the particular use;
- B. No alcoholic beverages may be brought onto school property at any time;
- C. Tobacco use shall not be allowed on school property;
- D. School facilities may not be used for any illegal purposes;
- E. Community adults and children are free to use outdoor grounds and facilities for recreation whenever not otherwise scheduled. However, formal approval of buildings and grounds use will only be granted to recognized organizations and groups;
- F. Any approval of the use of school facilities is to require the signing of a *Facility Use Agreement* setting forth the conditions of use;
- G. Application for use is to be made through the Principal, with final approval determined by the Superintendent; and
- H. Repeat use may be denied to any group which has not demonstrated appropriate conduct and care.

Facility use may be granted without rental charge, as follows:

- A. Not-for-profit educational, recreational, cultural and fraternal organizations having a significant number of members who are community residents;
- B. Not-for-profit groups which present programs that are designed to be educationally, recreationally or culturally beneficial to local citizens; and
- C. Municipal-sponsored groups and organizations.

Other groups shall pay rent (in advance) on a multi-increment scale which reflects highest amounts for groups engaging in a profit-making enterprise on school grounds.

The following may be requested of any group:

- A. Reimbursement for incidental expenses (utilities, etc.);
- B. A deposit with the application, refundable after leaving the facility in satisfactory condition;
- C. Reimbursement for property damage and any cleaning and repair costs;
- D. Reimbursement for custodian or other staff costs when necessary to the use of the facility; and
- E. Fees for rental of equipment.

Adopted: _____

MACHIAS SCHOOL COMMITTEE

NEPN/NSBA Code: KHB

ADVERTISING IN THE SCHOOLS

The Machias School Committee believes that, in general, product advertising and/or endorsement is to be discouraged in the schools. The School Committee has an obligation to assure that students, who are required by law to attend, are not subjected to commercial messages of any kind without careful analysis of the benefits and risks that pertain in each instance. Since the issue of advertising in the schools can be attended by strong opinions, the School Committee may seek comments and recommendations from the administration, the professional teaching staff and the community prior to considering any form of advertising in schools, on school grounds or on school buses.

The School Committee is opposed in principle to accepting any programming, equipment or services that are offered only on the basis of mandatory exposure of students to product advertising. The School Committee recognizes, however, that in some instances product names, logos or advertising may be acceptable when the programming, equipment or services can be clearly shown to be of significant benefit to the school program.

The School Committee reserves the right to consider requests for advertising in the schools, on school grounds or on school buses on a case-by-case basis, except that:

- A. Brand specific advertising of food or beverages is prohibited in school buildings, on school grounds or on school buses except for food and beverages meeting standards for sale or distribution on school grounds in accordance with Department of Education rules. For the purpose of this paragraph, “advertising” does not include advertising on broadcast media or in print media such as newspapers and magazines, clothing with brand images worn on school grounds or advertising on product packaging.

- B. Consistent with its efforts to promote a tobacco, alcohol, and drug free environment, the School Committee will not agree to displays of advertising in school buildings, on school grounds, or on school buses for tobacco products, electronic cigarettes (e-cigarettes), alcoholic beverages, drugs (including prescription and over-the-counter medications), performance enhancing substances, or dietary supplements.

Legal Reference: 20-A M.R.S.A. § 6662
Me. Dept. of Ed. Rule Ch.51

Cross Reference: EFE – Competitive Food Sales – Sales of Foods in Competition with the School Food Services Program

Adopted: _____

MACHIAS SCHOOL COMMITTEE

NEPN/NSBA Code: KHC

DISTRIBUTION OF NON-SCHOOL MATERIALS

The School Committee wishes to minimize intrusions on the teaching and learning time of students and staff. While there are many worthy activities in the community served by the Machias School Department that are sponsored by various non-profit organizations, the School Committee believes that students should not be used to distribute or carry home flyers, brochures, or other materials that are not directly related to school programs, school curriculum, or school-related activities.

Only the following materials may be distributed to students to be carried home:

- A. Communications from the School Committee, Superintendent, school administrators, and school staff such as newsletters, letters to parents, announcements of meetings or events, school forms, and classroom information;
- B. Information and notices concerning school-sponsored activities and programs for students and/or parents;
- C. Information and notices concerning activities and programs offered by groups affiliated with the Machias schools, such as parent-teacher organizations and booster groups; and
- D. Information and notices from municipal, state and federal agencies concerning programs available to students.

To minimize disruption to classes, the building principal may limit the frequency with which non-school materials may be sent home with students.

POSTING OF NON-PROFIT/COMMUNITY MATERIALS

Building principals may designate a bulletin board or other specific location where notices regarding non-profit community activities or events that may be of interest to students and/or parents may be posted. Any local non-profit group may submit such materials. All materials must include a statement that the activity or program is not affiliated with or endorsed by the Machias School Department.

Materials that interfere with the instructional process or the operations of the schools, that are lewd or obscene, libelous, that are discriminatory or infringe upon the rights of others, promote illegal activities or are in violation of any School Committee policy will not be posted.

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NEPN/NSBA Code: KHC

In order to make sufficient space available, building principals may establish rules for the size of notices/flyers and the length of time they may be posted.

Community materials may not be posted without the prior approval of the building principal.

Cross reference: KHB/Advertising in the Schools

Adopted: _____

MACHIAS SCHOOL COMMITTEE

NEPN/NSBA Code: KI

VISITORS TO THE SCHOOLS

The School Committee encourages the active interest and involvement of parents and citizens in the public schools. In order to avoid interruption of the instructional program and to promote the safety of students and staff, building principals shall institute administrative procedures concerning visitors to the schools. Such procedures shall be subject to the approval of the Superintendent.

The following general guidelines shall be incorporated in all building-level administrative procedures concerning visitors.

- A. The term “visitor” shall apply to any person on school grounds or in school buildings who is not an employee or student of the school unit.
- B. All visitors shall report to the main office upon arrival at the school. This section shall not apply to parents or citizens who have been invited to the school for an open house, performance or other preplanned school program.
- C. All visitors who wish to visit classrooms, observe aspects of the instructional program or meet with staff members are expected to schedule such visits in advance. Teachers and other staff may not use instructional time to discuss individual matters with visitors.
- D. Individual School Committee members shall follow the same procedures as other visitors, and state whether they are visiting the schools on personal business or in connection with School Committee duties.
- E. Visitors shall comply with all applicable School Committee policies and school rules. Visitors who violate these policies/rules and/or disrupt the safe and orderly operation of the school shall be asked to leave the premises.
- F. The building administrator/designee has the authority to refuse entry to school grounds or buildings to persons who do not have legitimate, school-related business and/or who may disrupt the operations of the schools. This may include, but not be limited to, the news media, profit-making businesses, fundraisers and other organizations seeking access to students and/or staff.

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NEPN/NSBA Code: KI

- G. School staff shall report unauthorized persons on school grounds or in school buildings to the building administrator/designee. Unauthorized persons shall be directed to leave the premises immediately.
- H. The building administrator/designee may request the assistance of law enforcement as necessary to deal with unauthorized persons or violations of the law by visitors to the schools.

Cross Reference: BCA – School Committee Member Code of Ethics
 EBCA –Emergency Management Plan
 ECA – Buildings and Grounds Security
 JLIB – Student Dismissal Precautions
 JLF – Reporting Child Abuse and Neglect
 KLG – Relations with Law Enforcement Agencies

Adopted: _____

MACHIAS SCHOOL COMMITTEE

NEPN/NSBA Code: KLG

RELATIONS WITH LAW ENFORCEMENT AUTHORITIES

The School Committee recognizes that a cooperative relationship with law enforcement authorities is desirable for the protection of students and staff, maintaining a safe school environment, and safeguarding school property.

School administrators and staff shall have the primary responsibility for maintaining proper order in the schools and for disciplining students for violations of School Committee policies and school rules. However, the School Committee authorizes the Superintendent/administration to seek the assistance of law enforcement authorities when they believe there is a substantial threat to the welfare and safety of the schools, students and/or staff. The Superintendent/ administration shall also inform law enforcement authorities when they have reason to suspect that a student or staff member may have violated a local, state or federal law.

The School Committee strongly discourages law enforcement authorities from using the schools as a venue to arrest and/or interrogate students for activities not related to or affecting the schools. The Superintendent/administration retains the authority to deny law enforcement access to students for non-school-related investigations.

The School Committee authorizes the Superintendent and administration to work with local law enforcement authorities to develop administrative procedures to guide interactions between the schools and law enforcement. Such procedures should safeguard the rights of students and parents, be consistent with School Committee policies, and minimize disruptions to the instructional program. These administrative procedures are subject to the approval of the School Committee.

The Superintendent shall include law enforcement authorities in the development and implementation of the school unit's emergency management plan. The School Committee also encourages the Superintendent/administration to include law enforcement authorities in the development and/or implementation of instructional programs/activities related to student safety.

Cross Reference: EBCA – Comprehensive Emergency Management Plan
 JICIA – Weapons, Violence and School Safety
 JIH – Questioning and Searches of Students
 JRA – Student Records

Adopted _____

MACHIAS SCHOOL COMMITTEE