

**REGIONAL SCHOOL UNIT 19
BOARD OF DIRECTORS' MEETING**



*****January 17, 2017*****

NOKOMIS REGIONAL HIGH SCHOOL 7:00 PM

I. Opening of Meeting

- A. Flag Salute
- B. Adjustments to Agenda
- C. Approval of Board Minutes of December 20, 2016 *Action

II. Public Comment – *This is intended for the public to address items that are on this agenda only.*

III. Reading of Communications

- A. Administrative Communications
- B. Superintendent/Board Communications

IV. Report of Special Committees

- A. Budget/Finance Committee December 10, 2016
- B. Building Committee December 11, 2016
- C. Education Committee No meeting
- D. Policy Committee No meeting
 - 1. First Reading of Policies
None
 - 2. Second Reading of Policies
 - a. DJ Bidding/Purchasing Requirements
 - b. GCFA Employee Social Media Privacy
 - c. JJF Student Activities Funds
 - d. JLCD Administration of Medication
 - e. KBFA Elementary/ML School Title 1 Parent Involvement Policy
- E. Transportation Committee December 11, 2016
- F. Warrior Education Foundation Com.

V. Old Business

- A. Audit Report *Action

VI. New Business

- A. Employment of Superintendent *Action
Annual Certification of Superintendent
- B. Staff Resignations – Informational
- C. Staff Nominations - None *Action
- D. Staff Appointments – Informational
 1. Paul Nichols Custodian HCS
- E. Staff Transfers - Informational - None

VII. Reports

- A. Superintendent
- B. Board Chair

VIII. Future Agenda Items

IX. Next Meeting Dates

X. Adjournment

A.D.A. NOTICE: If you have a special need that must be met to allow you to fully participate in this meeting, please contact the Office of the Superintendent at least two (2) days prior to this meeting.

IF the district is closed for weather or other issues, the Board meeting will be postponed until the following evening, or as announced with the district's closure release.

**REGIONAL SCHOOL UNIT 19
BOARD OF DIRECTORS' MEETING MINUTES**

December 20, 2016

MEMBERS PRESENT: Samantha Brown, Corinna Caron, Paul Carter, Christopher Easton, Susie Hopkins, William MacDonald, Robin McNeil, Don Mendell, Chris Pepin, Winn Price, Jody Mullis, Kenneth Sands, Jason Scholten, Chad Stratton, Jennifer Watson

MEMBERS ABSENT: Shawn Coots; Excused members - Evelyn Hickey, Fred Hickey & Erik Stitham

TOTAL MEMBERS PRESENT: 774

TOTAL MEMBERS ABSENT: 224

Others Present: RSU 19 Staff and Community Members

I. Opening of Meeting

A. Flag Salute was rendered.

B. Adjustments to Agenda

Moved up Board Professional Development from under VI. New Business to follow II. Public Comment.

Mike noted that the auditing firm of RKO would not be attending the meeting.

C. Approval of Board Minutes of November 15 2016

A **motion** was made by Corinna Caron to accept the Board Meeting minutes from November 15, 2016 **seconded** by Ken Sands and **voted** 721 for and 53 abstained (Winn Price). Motion passed.

II. Public Comment – None

III. Reading of Communications

A. Administrative Communications

Mary Nadeau, Liz Mares, and Maxine Pare gave reports.

B. Superintendent/Board Communications

1. Etna Select Board Request

2. Legal Counsel Opinion

3. Superintendent's Response

Chad asked if this was the only request made and Mike responded that it was.

IV. Report of Special Committees

- A. Budget/Finance Committee December 13, 2016
Communication Presented
- B. Building Committee December 14, 2016
Communication Presented
- C. Education Committee December 6, 2016
Communication Presented
- D. Policy Committee November 22, 2016
Communication Presented

1. First Reading of Policies

- a. DJ (Old) Purchasing – To be replaced by
DJ Bidding/Purchasing Requirements
- b. GCFA Employee Social Media Privacy
- c. JJF Student Activities Funds
- d. JLCD Administration of Medication
- e. KBF (Old) Parent Involvement in Title 1 – To be replaced by
KBFA Elementary/ML School Title 1 Parent Involvement Policy

A **motion** was made by Winn Price to delete the two old policies and to approve the policies DJ, GCFA, JJF, JLCD, and KBFA for a first reading, **seconded** by Samantha Brown, and **voted** unanimously.

2. Second Reading of Policies

- a. IKF Graduation Requirements

A **motion** was made by Winn Price to accept the second reading of Policy IKF, **seconded** by Chad Stratton and **voted** 703 for and 71 against (Don Mendell). Motion passed.

- E. Transportation Committee N/A
Mike Hammer suggested combining the Transportation Committee with the Building Committee. This will be discussed further with the two committees.
- F. Warrior Education Foundation Com. N/A

V. Old Business - None

VI. New Business

A. Board Professional Development

Elaine Tomaszewski, MSMA Deputy Executive Director, gave a presentation and distributed materials on School Board powers and duties, the role/responsibilities of the Board, and the role/responsibilities of the Superintendent.

B. Superintendent Access to All School-Related Bank Accounts

A **motion** was made by Chris Easton to allow the Superintendent access to all school-related bank accounts, **seconded** by Ken Sands and **voted** unanimously.

C. Audit Report

Trish Hayes and Mike Hammer presented and distributed the Audit Report for the year ending June 30, 2016. The Board will review the report and tabled action until the next meeting.

D. Staff Resignations – Informational

1. Marissa Bradford Ed Tech III Pre-K HCS
2. Matt O’Connell Varsity Football Coach

E. Staff Nominations - None

F. Staff Appointments – Informational

1. Samantha Bartlett Ed Tech III SPED HCS
2. Julia Rackliff Ed Tech III SPED N/P
3. Michelle Ricardo Ed Tech I SPED N/P
4. Christian Burt Ed Tech I SPED SEB
5. Haley Roberts Ed Tech II SPED SOM
6. Kayla Tasker Ed Tech III Pre-K HCS

G. Staff Transfers – Informational - None

VII. Reports

A. Superintendent

Mike noted how giving the communities are, in many ways, and talked about all the positive things seen throughout the RSU. Jen Watson stated that these are the types of things that need to be communicated to the public.

A. Board Chair

No report

A **motion** was made by Chad Stratton to extend the meeting for up to 30 minutes, **seconded** by Ken Sands and **voted** unanimously.

VIII. Superintendent’s Evaluation

A **motion** was made by Ken Sands at 8:55 PM to go into Executive Session to discuss the Superintendent’s Evaluation pursuant to 1 M.R.S.A.§(6)(A), Evaluation of Employees, **seconded** by Bill MacDonald and **voted** unanimously. The Board returned to open session at 9:18 PM. No action was needed.

IX. Future Agenda Items

1. Warrior Education Foundation Committee
2. Building and Transportation Committees

X. Next Meeting Dates

XI. Adjournment

The meeting was adjourned.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Mike Hammer". The signature is fluid and cursive, with the first name "Mike" being more prominent than the last name "Hammer".

Mike Hammer
Secretary to the Board

**SECOND
READING
OF
POLICIES**

BIDDING/PURCHASING REQUIREMENTS

The School Board expects all purchases made by the school unit to be consistent with applicable laws and sound business practices. The Superintendent shall be responsible for developing and implementing administrative procedures for bidding and purchasing consistent with this policy.

This policy is intended solely as an internal guide to purchasing by the school unit. It does not afford any vendor any property or contractual rights against the school unit. No vendor shall have any enforceable rights against the school unit based upon this policy or alleged violations of this policy. No vendor shall have any rights against the school unit until such time as a written contract between the vendor and the school unit is executed by the vendor and an authorized representative of the school unit.

A. Bidding Required by Law

Maine law requires the Board to competitively bid property and casualty insurance; school bus and transportation contracts in excess of \$4,000; school building construction, alterations and repairs over \$25,000 (except contracts for professional architectural and engineering services); and bond anticipation notes for state-subsidized school construction projects.

B. Competitive Bidding of Other Purchases

Where bidding is not required by law, it shall be the policy of the school unit to competitively bid purchases of equipment, supplies, materials or services over \$5,000.00 provided that it is practical and cost-effective to specify the materials or services with sufficient particularity to allow meaningful comparison of bids.

If competitive bidding is not utilized, the Superintendent may seek Requests for Proposals (RFP) for purchases over \$2,000.00. An RFP identifies the need the school unit intends to meet, but permits the vendor to propose the manner in which the work is to be performed and the materials to be used.

The Superintendent may forego the competitive bid or RFP process only when he/she determines that quality, expertise, time factors, or other important considerations outweigh the possible benefits of bidding or requesting proposals. In each such case, the Board shall be informed of the Superintendent's decision and the reasons for it in advance of entering into a contract.

C. **Procedures for Bidding and Requesting Proposals**

The method of notification that the school unit uses to solicit bids and proposals shall be reasonably designed to attract qualified vendors. Depending upon the circumstances, such notification may include public advertising and/or mailing of notices to potential vendors. An effort will be made to attract local vendors.

Bid Procedures

- A. The **notification** shall specify the deadline for submitting bids and the time and place of bid opening. Bid alternates shall be permitted at the discretion of the Superintendent. The notice shall reserve the right of the school unit to reject any or all bids, and to waive technical or immaterial non-conformities in bids if in the best interest of the school unit, and to exercise judgment in evaluating bids.
- B. **Written bids.** Bids shall be in writing, sealed with outside envelope or wrapper plainly marked "Bid, not to be opened until (insert appropriate date)," and mailed or filed with the Superintendent of the unit.
- C. **Time of opening.** A School Board member or employee of the school unit may not open a bid until the appointed time.
- D. **Public opening.** At the time and place stated in the public notice, and open to the public, all bids shall be opened by the Superintendent or, in the Superintendent's absence or disability, by any School Board member designated for the purpose by the Chair of the School Board.
- E. **Reading.** If any citizens who are not School Board members or employees of the school unit or if any representatives of the press are present, bids shall, at that time, either be made available for examination by them or shall be read aloud in a manner to be heard plainly by those in attendance.
- F. In general, the School Board will **award contracts** to the lowest bidder which the Superintendent and School Board deem can satisfactorily fulfill the contract.

RFP Procedures

- A. Proposals should be submitted in plain envelopes clearly marked “Proposal, not to be opened until (state time and date).” The RFP shall state the time and date that proposals shall be opened, and no proposals shall be opened before that time. Public opening is not required.

- B. Proposals are to be evaluated based on criteria appropriate for the project in question, and the contract will be awarded to the vendor whom the Superintendent and School Board deem best able to meet the requirements of the school unit.

Legal Reference: 5 MRSA § 1743-A (ALL)
20-A MRSA §§ 1001(14), 5401(13)(D); 5402 (ALL)
20-A MRSA § 1314 (MSAD)
Me. DOE Rules, Ch. 61 (Rules for School Construction
Projects) (ALL)

EMPLOYEE SOCIAL MEDIA PRIVACY

For the purpose of this policy, "social media account" means an account with an electronic medium or service through which users create, share and view user-generated content including but not limited to videos, still photographs, blogs, video blogs, podcasts, instant and text messages, email, online service accounts and Internet website profiles and locations (i.e., Facebook).

"Social media account" does not include an account opened at the employer's behest or provided by an employer or intended to be used primarily on behalf of the employer.

In compliance with Maine's employee social media privacy law, RSU 19, through its administrators or designees, shall not:

- A. Request, require or coerce an employee or applicant for employment to disclose a password or any other means for accessing a personal social media account;
- B. Request, require or coerce an employee or applicant for employment to access a personal social media account in the presence of administrative or other RSU 19 personnel or agent of the school unit;
- C. Require or coerce an employee or applicant to disclose any personal social media account information;
- D. Require or cause an employee or applicant to add anyone, including administrative or other RSU 19 personnel or agent of the school unit to the employee or applicant's contact list associated with a personal media account; or
- E. Request, require or cause an employee or applicant to alter settings that affect the ability of a third party to view the contents of a personal social media account.

This policy does not prohibit RSU 19 from requiring an employee to disclose personal social media account information when the employer reasonably believes it to be relevant to an investigation of alleged employee misconduct or a workplace-related violation of applicable laws, rules or regulations, provided the information disclosed is accessed and used solely as necessary for the investigation of related proceedings.

First Reading:
Adopted:

This policy does not apply to information publicly available which may be available on an employee or applicant's public social media accounts.

As employer, RSU 19 may maintain policies governing the use of its own electronic equipment, including a requirement that an employee disclose to the RSU the employee's user name, password or other information necessary to access employer-issued electronic devices or to access employer-provided software or email accounts.

Legal Reference: Maine P.L. 2015, Ch. 343

Cross Reference: GCSA — Employee Computer and Internet Use

First Reading:
Adopted:

STUDENT ACTIVITIES FUNDS MANAGEMENT

All funds which are raised by the faculty and/or students of the school for school or class activities shall become part of the general student activity fund for the school and are subject to internal and external audits.

~~Funds raised by groups associated with RSU 19 such as parent/teacher groups, booster's organizations, scholarship organizations, etc., shall remain the responsibility of the group to establish internal and external controls, audit, and reporting responsibilities. RSU 19 will not be held responsible for management of these dollars.~~

The principal shall be the custodian of monies held in the student activity fund for the school and no separate funds shall be established. The principal shall regulate the handling of the monies in the fund subject to such regulations as the superintendent may establish, and no disbursement or expenditure there from shall be made without the principal's approval.

Funds raised by groups associated with RSU 19 such as parent/teacher groups, booster's organizations, scholarship organizations, etc., shall remain the responsibility of the group to establish internal and external controls, audit, and reporting responsibilities. RSU 19 will not be held responsible for management of these dollars.

ADMINISTRATION OF MEDICATION TO STUDENTS

Although the Board discourages the administration of medication to students during the school day when other options exist, it recognizes that in some instances a student's chronic or short-term illness, injury, or disabling condition may require the administration of medication during the school day. The school will not deny educational opportunities to students requiring the administration of medication in order to remain in attendance and participate in the educational program.

The intent of this policy is to promote the safe administration of medications to students by school personnel and to provide for authorization of student emergency self-administration of medication from asthma inhalers and epinephrine pens. The Board encourages collaboration between parents/guardians and the schools in these efforts. The Board disclaims any and all responsibility for the diagnosis, prescription of treatment, and administration of medication for any student, and for any injury arising from a student's self-administration of medication.

I. DEFINITIONS

“Administration” means the provision of prescribed medication to a student according to the orders of a health care provider.

“Health care provider” means a medical/health practitioner who has a current license in the State of Maine with a scope of practice that includes prescribing medication.

“Indirect supervision” means the supervision of an unlicensed school staff member when the school nurse or other health care provider is not physically available on site but immediately available by telephone.

“Medication” means prescribed drugs and medical devices that are controlled by the U.S. Food and Drug Administration and are ordered by a health care provider. It includes over-the-counter medications prescribed through a standing order by the school physician or prescribed by the student's health care provider.

“Parent” means a natural or adoptive parent, a guardian, or a person acting as a parent of a child with legal responsibility for the child's welfare.

“School nurse” means a registered professional nurse with Maine Department of Education certification for school nursing.

“Self-administration” is when the student administers medication independently to him/herself under indirect supervision of the school nurse.

“Unlicensed school personnel” are persons who do not have a professional license that allows them, within the scope of that license, to administer medication.

II. ADMINISTRATION OF MEDICATION BY SCHOOL PERSONNEL

A. Parental Request

In the event that no reasonable alternative exists, the parent/guardian may request in writing that medication be administered to the student during the school day. The written request must include an acknowledgement and agreement that unlicensed personnel may administer the medication as per the health care provider’s instructions. In addition, the request shall indicate that information regarding the student’s medication may be shared with appropriate school personnel. Parents may provide the reason (diagnosis) requiring the administration of medication.

Requests shall be valid for the current school year only.

B. Health Care Provider’s Order

All parental requests must be accompanied by a written order from the student’s health care provider substantiating the fact that the administration of a particular medication during the school day is necessary for the student’s health and attendance in school. Such order must include:

1. The student’s name;
2. The name of the medication;
3. The dose;
4. The route of administration (e.g., tablets, liquid, drops); and
5. Time intervals for administration (e.g., every four hours, before meals);
6. Any special instructions; and
7. The name of the prescribing health care provider.

It is the responsibility of the school nurse to clarify any medication order that he/she believes to be inappropriate or ambiguous. In accordance with Department of Education Rule Chapter 40 § 2(B), the school nurse may decline to administer a medication if he/she believes such administration would jeopardize student safety. In this case, the school nurse must notify the parent, the student's health care provider and the school administrator (i.e., building principal or designated administrator).

C. Renewal of Parent Permission Requests/Forms and Health Care Provider Orders

Written parental permission requests/forms and health care provider orders must be renewed at least annually. Health care provider orders must be renewed whenever there are changes in the order.

D. Delivery and Storage of Medication

The student's parents shall deliver any medication to be administered by school personnel to the school in its original container. In the event that this is not practical, the parent must contact the school to make alternate arrangements.

No more than a 20-day (one month) supply of medication shall be kept at school, excluding inhalers and epinephrine pens. The parent is responsible for the replenishment of medication kept at school.

If the health care provider's order/prescription is for a medication regulated by the Federal Narcotics Act, no more than one week supply shall be kept at school. Medication not to be kept at school during extended vacation of one week or more.

The parent is responsible for notifying the school of any changes in or discontinuation of a prescribed medication that is being administered to the student at school. The parent must remove any medication no longer required or that remains at the end of the school year.

The designated school official shall be responsible for developing and implementing procedures for the appropriate and secure storage of medications kept at school, and all medications shall be stored in accordance with this procedure.

E. Recordkeeping

School personnel and the student's parent shall account for all medication brought to school. The number of capsules, pills or tablets, and/or the volume of other medications brought to school shall be recorded.

School staff administering medication shall document each instance the medication is administered including the date, time, and dosage given.

The designated school official shall maintain a record including the parent's request, physician's order, details of the specific medications (including dosage and timing of medication), and documentation of each instance the medication is administered.

Records shall be retained according to the current State schedules pertaining to student health records.

F. Confidentiality

To the extent legally permissible, staff members may be provided with such information regarding medication and its administration as may be in the best interest of the student.

G. Administration of Medication

Medication may be administered during the school day by licensed medical personnel acting within the scope of their licenses.

The school nurse, under the administrative supervision of the Superintendent, will provide direction and oversight for the administration of medication to students.

All unlicensed personnel (principals, teachers, education technicians, school secretaries, coaches, bus drivers, etc.) who administer medication must receive training before being authorized to do so.

Based upon the documentation of training and competency in the administration of medication, the school nurse will make recommendations to the Superintendent/designee pertaining to authorization of unlicensed persons to administer medication. Training that shall be acceptable for the purpose of authorization of unlicensed personnel is addressed under the section of this policy titled "Required Training of Unlicensed Personnel to Administer Medication."

H. Administration of Medication During Off-Campus Field Trips and School-Sponsored Events

The school will accommodate students requiring administration of medication during field trips or school-sponsored events as follows:

The school nurse, principal, and, as appropriate, the school unit's Section 504 Coordinator and/or PET, will determine whether an individual student's participation is contraindicated due to the unstable/fragile nature of his/her health condition, the distance from emergency care that may be required, and/or other extraordinary circumstances. The student's parent and primary care provider will be consulted in making this determination. The decision will be made in compliance with applicable laws, including the IDEA, § 504 and the Americans with Disabilities Act (ADA).

The parent must provide the appropriate number of doses needed for the duration of the field trip or school-sponsored event.

When there are no contraindications to student participation, an appropriately trained staff member will be assigned to administer medication. The parent will be encouraged to accompany the student, if possible, to care for the student and administer medication.

All provisions of this policy shall apply to medications to be administered during off-campus field trips and school-sponsored events. As practicable, the DOE's "Policy for Medication Administration on School Trips" will be followed.

I. Student Self-Administration of Asthma Inhalers and Epinephrine Pens

Students with allergies or asthma may be authorized by the building principal, in consultation with the school nurse, to possess and self-administer emergency medication from an epinephrine pen (EpiPen) or asthma inhaler during the school day, during field trips, school-sponsored events, or while on a school bus. The student shall be authorized to possess and self-administer medication from an epinephrine pen or asthma inhaler if the following conditions have been met.

1. The parent (or student, if 18 years of age or older) must request in writing authorization for the student to self-administer medication from an epinephrine pen or asthma inhaler.

2. The student must have the prior written approval of his/her primary health care provider and, if the student is under the age of 18, the prior written approval of his/her parent/guardian. The written notice from the student's primary care provider must specify the name and dosage of the medication, frequency with which it may be administered, and the circumstances that may warrant its use.
3. The student's parent/guardian must submit written verification to the school from the student's primary care provider confirming that the student has the knowledge and the skills to safely possess and use an epinephrine pen or asthma inhaler.
4. The school nurse shall evaluate the student's technique to ensure proper and effective use of an epinephrine pen or asthma inhaler, taking into account the maturity and capability of the student and the circumstances under which the student will or may have to self-administer the medication.
5. The parent will be informed that the school cannot accurately monitor the frequency and appropriateness of use when the student self-administers medication, and that the school unit will not be responsible for any injury arising from the student's self-medication.

Authorization granted to a student to possess and self-administer medication from an epinephrine pen or asthma inhaler shall be valid for the current school year only and must be renewed annually.

A student's authorization to possess and self-administer medication from an epinephrine pen or asthma inhaler may be limited or revoked by the building principal after consultation with the school nurse and the student's parents if the student demonstrates inability to responsibly possess and self-administer such medication.

To the extent legally permissible, staff members may be provided with such information regarding the student's medication and the student's self-administration as may be in the best interest of the student.

Sharing, borrowing, or distribution of medication is prohibited. The student's authorization to self-administer medication may be revoked and the student may be subject to disciplinary consequences for violation of this policy.

J. Required Training of Unlicensed Personnel to Administer Medication

Unlicensed school personnel who administer medication to students in a school setting (at school, on school transportation to or from school, on field trips, or during school-sponsored events) must be trained in the administration of medication before being authorized to carry out this responsibility. Such training must be provided by a registered professional nurse or physician and include the components specified in Department of Education Rules Chapter 40 and other applicable Department of Education standards, recommendations, programs, and/or methodologies.

The trainer shall document the training and competency of unlicensed school personnel to administer medication. Based upon a review of the documentation of training and competency in the administration of medication, the school nurse will make recommendations to the Superintendent/designee pertaining to authorization of such unlicensed personnel pertaining to authorization to administer medication.

NOTE: While it is anticipated that most training will be done by the school nurse, there may be situations in which training is done by the school physician, Department of Education staff or others. Therefore, we have used the phrase “review of the documentation of training and competency.” In order to ensure the competency of an unlicensed person to administer medication when training has been done by someone other than the school nurse, it may be appropriate for the school nurse to confirm the individual’s competency through direct observation before making a recommendation to the superintendent/designee in regard to authorization to administer medication.

Following the initial training, a training review and information update must be held at least annually for those unlicensed school personnel authorized to administer medication.

K. Delegation and Implementation

The Superintendent/designee shall be responsible for developing administrative procedures and/or protocols to implement or supplement this policy.

Such procedures/protocols shall include direction regarding:

1. Safe transport of medication to and from school;
2. Administration of medication during field trips and school-sponsored events;
3. Accountability for medications, particularly those regulated by the Federal Narcotics Act;
4. Proper storage of medication at school;
5. Training of appropriate staff on administration of emergency medications;
6. The procedure to follow in the event of a medication reaction;
7. Access to medications in case of a disaster;
8. The process for documenting medications given and medication errors; and
9. The proper disposal of medications not retrieved by parents.

Legal Reference: 20-A M.R.S.A. §§ 254; 4009(4); 4502 (5)(N)
Ch. 40; 125 § 10.01(c) (Me. Dept. of Ed. Rule)
28 C.F.R. Part 35 (Americans with Disabilities Act of 1990)
34 C.F.R. Part 104 (Section 504 of the Rehabilitation Act of 1973)
34 C.F.R. Part 300 (Individuals with Disabilities Education Act)

**ELEMENTARY/MIDDLE LEVEL SCHOOL
TITLE 1 PARENT INVOLVEMENT POLICY**

This school policy has been developed in consultation with the parents/guardians of students participating in Title 1 programs at RSU 19 Elementary/Middle Level Schools. It includes a “School-Parent Compact” that outlines the manner in which parents, school staff, and students will share the responsibility for improved student academic achievement. The building principal/designee will be responsible for distributing this policy to parents/guardians of students participating in the school’s Title 1 program.

1. PARENT INVOLVEMENT MEETINGS

The school shall convene an annual meeting at a convenient time to which all parents/guardians of participating children shall be invited and encouraged to attend to inform them of the school’s participation under Title 1, explain the right of parents to be involved, and to encourage their involvement in the planning, review, and improvement of the school’s Title 1 programs and parent involvement policy.

The school will offer at least 2 other meetings during the school year, held at various times in the morning or evening for parents/guardians of students participating in Title 1 programs.

The building principal/designee will:

- A. Invite parents/guardians of participating children to the annual meeting and to other meetings held during the school year;
- B. Introduce the representatives on the Parent Advisory Committee;
- C. Provide an overview of Title 1 and the programs the school provides under Title 1;
- D. Explain the rights of parents/guardians to be involved in developing and reviewing the school’s parent involvement policy, including the School-Parent Compact;
- E. Provide 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 levels students are expected to meet;
- F. Give parents/guardians an opportunity to ask questions and engage in informal discussion about student achievement and school performance;
- G. Respond to requests from parents for opportunities for regular meetings to formulate suggestions and to participate (as appropriate) in decisions relating to the education of their children;
- H. Invite parents/guardians to serve on the Parent Advisory Committee and/or other school or district-level Title 1 committees;

First Reading:
Adopted:

- I. Invite parents/guardians to participate in the planning, review, and improvement of programs under Title 1 and the school-parent involvement policy and establish a schedule for this activity;
- J. With the input of parents/guardians, establish a process by which an adequate representation of parents/guardians can be assured;
- K. Describe the process by which parents/guardians may express concerns if they are dissatisfied with the Title 1 program;
- L. Engage school-based parent organizations in outreach to parents/guardians of students participating in Title 1; and
- M. If available, arrange for child care so that parents/guardians who would otherwise be unable to attend may do so.

II. SCHOOL-PARENT COMPACT

The School-Parent Compact describes how parents, school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will develop a partnership to help children achieve the State's academic achievement standards.

- A. The school is responsible for providing a high-quality curriculum and instruction in a supportive and effective learning environment that enables students served under Title 1 to meet the State's academic achievement standards.
- B. Parents/guardians will be responsible for supporting their children's learning by:
 - 1. Monitoring their children's attendance;
 - 2. Providing assistance and encouraging their children to complete homework assignments;
 - 3. Encouraging their children to ask for help from teachers or classroom aides (ed techs, volunteers) when needed;
 - 4. Talking with their children about the school day;
 - 5. Reading to or with their children;
 - 6. Monitoring and limiting their children's screen time;
 - 7. Volunteering in the classroom and/or school-related activities such as field trips;
 - 8. Participating, as appropriate, in decisions related to the education of their children; and
 - 9. Promote positive use of my child's extracurricular time.
- C. The school will address the importance of communication between parents-teachers on an ongoing basis by:
 - 1. Scheduling one or more parent-teacher meetings annually for parents/guardians of elementary school level students during which the Compact shall be discussed as it relates to the individual child's achievement;

First Reading:
Adopted:

2. Providing frequent reports to parents/guardians on their children's progress;
3. Providing parents/guardians with reasonable access to staff to discuss issues related to their children's learning;
4. Giving parents the opportunity to observe classroom activities;
5. Welcoming parents as volunteers in the classroom; and
6. Providing adequate supervision and feedback for parents/guardians who volunteer.

Legal Reference:

First Reading:
Adopted: