# K. School/Community Relations

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# KBF - Parent Involvement in Title I

**PARENT INVOLVEMENT IN TITLE I**

The Board 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 upon 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 student 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:

I. 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;

II. Indicate the ways in which parents will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, monitoring television/screen time within, volunteering in the classroom, and participating, as appropriate, in decisions related to their children's education and positive use of extra-curricular time; and

III. Address the importance of parent-teacher communication on an ongoing basis, with, at a minimum, 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 at various times of the day and/or evenings for parents/guardians of students participating in Title I programs.
These meetings shall be used to provide parents/guardians with:

I. Information about programs the school provides under Title I;

II. 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;

III. Opportunities to formulate suggestions and to participate as appropriate, in decisions relating to the education of their children; and

IV. 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 department'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 reference:

- 20 USC§ 6318

# Adopted:

- October 13, 2009

# Reviewed/Revised:

- June 11, 2024

# KCD - Public Gifts/Donations to the School

The Cape Elizabeth School Board may accept, on behalf of the school unit any bequest or gift of money or property for a purpose it deems consistent with the district's mission, of significant benefit to the educational program, and in accordance with state law. All such 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 Board will officially acknowledge the gifts at a Board meeting and than the donors in writing, as appropriate, and any reciprocal actions (e.g., naming rights) shall be communicated to the public.

The Superintendent will bring before the Board for acceptance or rejection any gift that is of a commercial value of $20,000 or more. The Superintendent may accept, on behalf of the school unit and the School Board, and in accordance with state law, any outright gift that is of a commercial value of less than $20,000.

Only items of legitimate use in the school program shall be accepted. The Board is under no obligation to accept a gift, or to replace an accepted gift if it is destroyed, lost, stolen or becomes worn out. The Superintendent will forthwith notify in writing prospective donors of the acceptance or rejection of their gift.

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 Department may dispose of gifts at its discretion.

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

## Legal reference:

- 20-A MRSA § 4005

## Cross Reference:

- DF - Fundraising
- DF-R - Fundraising Administrative Procedures
- FFAA- Memorial Scholarships and Gifts
- KCD-R Gift Acceptance Administrative Procedures
- KCE - Receiving Education Foundation Funds

## Adopted:

- May 10, 2016

## Amended:

- November 8, 2016

- April 8, 2025

# KCD-R - GIFT ACCEPTANCE ADMINISTRATIVE PROCEDURES

The Cape Elizabeth School Board may accept, on behalf and in the name of the school unit, any bequest or gift in accordance with its policies, applicable state law, and the following administrative procedure:

## Guidelines for Acceptance of Gifts

Bequests, grants, or gifts (hereafter, "gifts) with a commercial value of less than $10,000 may be accepted by the Superintendent on behalf of the School Board, except that any gift which the Superintendent determines is a gift in trust[1], a gift of real property[2], or a gift of any commercial value with the potential to substantially impact the school unit's mission and values, governance, operating budget, equitable allocation of resources, or matters of education policy ("Potential Impact Gift") shall be presented to the School Board for a determination of acceptance or rejection. A Potential Impact Gift may include, but is not limited to:

- A gift that involves significant additional operational, maintenance, or installation costs to the school unit which are not include as part of the gift;
- A gift that requires facility improvements, renovations, alterations, or additions to existing school buildings or grounds;
- A gift that requires or creates a need to hire new faculty or staff;
- A gift that requires or creates a need for the school unit to budget or provide additional compensation to existing faculty or staff if such additional compensation is not included as part of the gift; or
- A gift that significantly modifies an established curriculum or education policy, or results in the abandonment of an established curriculum or education policy.

The Superintendent may consult with the Business Manager, Facilities Director, School Principals, Faculty, and other administrative staff prior to determining whether to accept or reject a gift in accordance with this administrative procedure. A determination by the Superintendent to reject a gift may be presented by the prospective donor to the School Board for reconsideration.

Any gift which the Superintendent determines (a) has a commercial value of $20, 000 or more,

(b) is a gift in trust, (c) is a gift of real property, or (d) is a Potential Impact Gift shall be submitted to the next regular meeting or special meeting of the School Board. The School Board shall, within 10 days after the meeting, send written notice of its acceptance or rejection of any such gift.

## Consultation and Reporting

The Superintendent shall annually provide Policy KCD and Administrative Procedure KCD-R to the Business Manager, Facilities Director, and each School Principal. Any such school official or employee shall be instructed to consult with the Superintendent upon receipt of notice of any prospective gift that has a commercial value of $20,000 or more, is a gift in trust, is a gift of real property, or is a Potential Impact Gift.

The Superintendent shall regularly provide to the School Board a list of all gifts with a commercial value of $1,000 or more and whether such gifts were accepted by the Superintendent. The Superintendent shall thank donors in writing on behalf of the Board for any such accepted gifts.

# Accepted Gifts

All duly accepted monetary gifts must be payable to the school unit, not to any individual agent, employee, or representative of the school unit.

All duly accepted gifts are subject to the school unit's accounting and auditing procedures. All duly accepted gifts become the property of the school unit.

If installation is required, a duly accepted gift must be installed by or under the supervision of qualified school unit personnel.

# Conditional Gifts

Notwithstanding the procedures set forth herein, neither the School Board nor the Superintendent shall accept any conditional gift for a specified purpose[3] without first securing all statutorily required legislative approvals.

# Legal reference:

- 20-A MRSA § 4005
- 20-A MRSA § 1256 (MSADs)
- 20-A MRSA § 1476 (RSUs)
- 20-A MRSA § 1705 (CSDs)

# Cross Reference:

- FFAA- Memorial Scholarships and Gifts
- KCD- Public Gifts/Donations to the Schools
- KCE-Receiving Education Foundation Funds

# Adopted:

- November 8, 2016

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# Notes

[1]: A Gift in trust is a gift which requires the gift to be held in trust and used only for the purposes of the trust.

[2]: A gift of real property is a gift of land or any interest in the land (such as easements, rights to occupy property, timber rights, or resource extraction rights) or a gift of structures/buildings or any equipment firmly attached and integrated into structures/buildings (such as light fixtures, a well pump, or a fuel tank).

[3]: A conditional gift for a specified purpose is a gift which is given subject to a condition or related obligation on the part of the school unit. Conditional gifts are usually distinguished by their requirement for the future appropriation of funds, and are

generally subject to reversion to the donor or the donor's heirs if their conditions are not met.

# KCE - RECEIVING EDUCATION FOUNDATION FUNDS

Because demands on the educational system may exceed available public funding, the Cape Elizabeth School Board acknowledges that members of the community are often willing to make voluntary contributions that will provide needed additional funds for the school district. The Board therefore recognizes the work of local education foundation asseparate legal entities independent of CESD that actively raise funds to enhance educational opportunities for our students.

The Board desires to work cooperatively with local education foundations, such as Cape Elizabeth Educational Foundation (CEEF), in determining the purposes for which funds may be used to meet the changing needs of the district and its students.

The Board supports foundation allocations that serve all district schools equitably.

The Board may appoint a liaison or representative to the local educational foundaiton if invited to do so.

The Board welcomes and encourages local educational foundations to provide regular reports to the Board concerning their work and to communicate ways that the Board an schools can help support the foundation's activities.

With the approval of the Board and as appropriate, an educational foundation may use the CESD name and/or logo or the name and/or logo of one of the schools.

Acceptance of gifts from educational foundations will be considered in accordance with Board policy.

Cross Reference: KCD - Public Gifts/Donations to the Schools

# Adopted:

- December 12, 2006
- February 13, 2024

# KDA - PUBLIC INFORMATION PROGRAM

Public support for the schools depends upon informed public opinion. The Cape Elizabeth School Department will strive to maintain effective communications with the public in order to convey accurate information about the goals, programs, needs, and accomplishments of the schools and to provide ways for citizens to express their opinions and expectations.

The Superintendent shall be responsible for establishing and maintaining a public communications program that will provide for the dissemination of school unit reports and plans, information concerning student achievement, relevant statistics, noteworthy facts, issues affecting education, use of school facilities, news of the schools, school events, and student and staff accomplishments.

The Board encourages the Superintendent and school unit employees to whom communication responsibilities have been delegated to use a variety of methods for providing information to the public, such as the school system's website, letters, newsletters, publications, news releases, news media coverage of Board meetings and school-related events, meetings, and personal contacts.

All communications with the public shall appropriately respect the confidentiality of students and staff.

The building principal and/or program directors will be responsible for program and other routine school announcements to parents and students. The Superintendent shall be responsible for establishing guidelines for communications with the media and to the public. Such guidelines shall address confidentiality as well as authority to approve and/or release communications, content, and contact with media representatives.

Community opinion may be solicited through parent organizations, parent-teacher conferences, open houses, and other events or activities that bring staff, parents, and community members together. The Board and/or Superintendent may develop and disseminate surveys and questionnaires to obtain information and to allow parents and citizens served by the school unit to express their opinions.

## Legal Reference:

- 20 USC §§ 6311, 6314-6316, 6319
- Ch. 125 § 4.04 (Me. Dept. of Ed. Rule)

## Cross Reference:

- BHC - Board Relationships and Communication with Staff
- JRA – Student Education Records and Information

## Adopted:

- May 14, 2024

# KDB - PUBLIC'S RIGHT TO KNOW/FREEDOM OF ACCESS

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

The Board designates the Superintendent, and to act in the absence of the Superintendent, the Assistant Superintendent as the Public Access Officer for Cape Elizabeth Schools. The Public Access Officer is responsible for ensuring compliance in regard to Freedom of Access requests (see 1 MRSA §413(1))

The Superintendent, Assistant Superintendent and any other person(s) designated as a public access officer shall complete the mandated training on teh requirements of Maine's Freedom of Access Act.

Except as otherwise provided by statute, all Board 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.

Board agendas and minutes, proposed and approved Board policies, annual budget reports, student handbooks and Board member Freedom of Access training documentation/certificates shall be available for 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 (5) working days of the request.

If the request is denied, the Superintendent/designee shall inform the requestor in writing within five (5) 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 for 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 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 Cape Elizabeth School Department may charge fees as follows:

A. A fee of $0.10 per page to cover the cost of copying.

B. A fee of $25.00 per hour after the first two hours of staff time per request to cover the actual cost of searching for, reviewing, retrieving, redacting and compiling the requested public record.

C. The actual cost to convert a public record into a form susceptible to visual or aural comprehension into a usable format and for the actual cost of a device used to store the public record if the storage will be given to the requestor

by the school department.

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 frame within which the school unit will complete the request and of the total cost. If the estimated total cost exceeds $50.00, the school unit will inform the requester 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 Cape Elizabeth School 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 MRSA § 01 et seq.

Cross Reference:

- BEC- Executive Sessions
- JRA- Student Educational Records

# Adopted:

- December 11, 2012

# Reviewed/Revised:

- December 12, 2023

# KEB - PUBLIC COMPLAINTS ABOUT SCHOOL PERSONNEL

This policy is intended (1) to create a climate in the schools whereby persons are encouraged to bring complaints to the attention of school officials for resolution, and (2) to explain the responsibilities of school officials in handling complaints. The school board believes that constructive criticism, when it is motivated by a sincere desire to improve the quality of our educational programs, assists school personnel in performing their responsibilities more effectively. At the same time, the School Board places trust in its employees and desires to support their actions in such a manner that employees are not subjected to unnecessary, spiteful, or frivolous complaints.

Complaints about school employees will be referred to the proper school decision maker for resolution at the lowest possible level and in a manner that ensures that the facts are gathered, applicable due process rights are respected, and the privacy rights of personnel and students are honored. Any complaint presented to the Board as a whole or to individual Board members will be referred to the school administration so that the concern can be processed in accordance with this policy. The Board will not hear or review complaints until such complaints have been brought forth through the appropriate and applicable administrative channels and the Superintendent or designee has had a reasonable opportunity to consider and seek to resolve the complaint.

## Steps in the Complaint Procedure

Step 1:

Generally, the first step in the complaint procedure is for the complainant to discuss the matter directly with the employee who is the subject of the complaint. If this is clearly inappropriate because of the nature or severity of the complaint, the person making the complaint may request a conference with the principal/immediate supervisor to discuss the complaint.

Step 2:

If a complaint cannot be resolved following a discussion with the employee, the person initiating the complaint may appeal to the employee’s immediate supervisor. The principal/immediate supervisor or their designee will look into the complaint and respond to the person making the complaint.

Step 3:

If the complaint cannot be resolved at the supervisory level, it may be presented to the Superintendent. Before the Superintendent takes further action, the person requesting the Superintendent's review must submit the complaint in writing, setting forth the specific facts on which the complaint is based and attaching all documents in support of the complaint. The Superintendent will provide a copy of the written complaint to the person against whom the complaint is made.

Step 4:

If a complaint remains unresolved at the Superintendent's level, the person making the complaint may contact the School Board Chair to request that the matter be placed on the School Board's agenda. The School Board Chair, at their sole discretion, will determine whether the complaint will be placed on a future School Board agenda. If the complaint is not placed on the agenda, the Superintendent’s determination on the complaint shall be considered final. If a complaint is placed on an agenda, the Superintendent or School Board Chair will invite the complainant and the person against whom the complaint is made to attend the meeting and will provide the School Board members with a copy of the complaint and supporting documents.

The School Board will determine the procedural rules for any meeting to hear a complaint. Any such meeting will be held in executive session. Only if the School Board elects to record the meeting will any recording of the meeting be permitted. If a group submits a complaint that is placed on the School Board agenda, a delegation of no more than two individuals must be designated to represent the group and to present the complaint to the School Board. If the School Board acts upon the complaint, the School Board’s decision shall be final.

## Complaints Against the Superintendent

Complaints against the Superintendent may be presented directly to the School Board Chair, but only after reasonable efforts have been made by the complaining party to resolve their complaint directly with the Superintendent. If the School Board Chair receives a complaint about the Superintendent, the Chair will consult with legal counsel as necessary to determine how best to proceed.

## Complaints by Employees Concerning Terms and Conditions of Employment

It is not the intent of this policy to address and cover complaints made by employees about their terms and conditions of employment. These complaints should be brought forward by unionized employees through the informal, and if necessary, formal steps of the contractual grievance procedure, if any. However, this policy shall not be interpreted in a manner that expands the scope of matters that may be processed under the contractual grievance process.

For non-unionized employees, these complaints should follow the chain of command; complaints should first be presented to the employee's immediate supervisor, and if a complaint is unresolved, it may be raised through the building principal level to the superintendent.

# Cross Reference:

- BEDH- Public Participation at Board Meetings

# Adopted:

- May 11, 2000

# Revised:

- May 12, 2009
- May 14, 2024 *(recoded from KLD)*

# KF - COMMUNITY USE OF SCHOOL FACILITIES

For the purpose of this policy, "school facilities" include school buildings and fixed equipment.

It is the Board'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, and philanthropic and like purposes be approved by the administration, in accordance with this policy, the implementing regulations, and a fee schedule.

The following provisions apply to community use:

I. A certificate of insurance shall be required as appropriate to the particular use;

II. No alcoholic beverages may be brought onto school property at any time;

III. Tobacco and other substances/devices are not allowed in school or allowed on school property;

IV. School facilities may not be used for any illegal purposes;

V. 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;

VI. Any approval of the use of school facilities requires the signing of a Use of Facilities Guidelines & Procedures setting for the conditions of use;

VII. Application for use is to be made through Facilities Office;

VIII. Repeat use may be denied to any group which has not demonstrated appropriate conduct and care.

## Cross Reference:

- ADC - Use of Tobacco Products and Electronic Nicotine Delivery Systems

## Reviewed:

- January 8, 2019

## Adopted:

- February 12, 2019

# KHB - ADVERTISING IN THE SCHOOLS

The Board believes that, in general, product advertising and/or endorsement is to be discouraged in the schools. The Board 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 school can be attended to with strong opinions, the Board may seek comments and recommendations from the administration, the professional teaching staff, and the community prior to considering any form of advertising in school, on school grounds or on school buses.

The Board 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 Board 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 Board 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:

I. Brand-specific advertising of food or beverages is prohibited in school buildings and on school grounds except for those meeting the standards for sale or distribution on school grounds in accordance with 20-A MRSA § 6662(2), i.e., those that meet Smart Snacks standards. 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.

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

## Legal Reference:

- 20-A MRSA § 6662

## Cross Reference:

- JL- Student Wellness

## Adopted:

- December 10, 1996

## Revised:

- June 12, 2007

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April 4, 2019
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# KHC - DISTRIBUTION OF NON-SCHOOL MATERIALS

The Board wishes to minimize intrusions on the teaching and learning time of students and staff. While there are many worthy activities in the communities served by Cape Elizabeth Schools that are sponsored by various non-profit organizations, the Board 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, shared electronically, and/or posted in the schools:

I. Communications from the Board, Superintendent, school administrators, and school staff such as newsletter, letters to parents/ guardians, announcements of meeting s or events, school forms, and classroom information;

II. Information and notices concerning school-sponsored activities and programs for students and/or parents/guardians;

III. Information and notices concerning activities and programs offered by groups affiliated with Cape Elizabeth Schools, such as parent-teacher organizations and booster groups; and

IV. Information and notices from municipal, state, and federal agencies concerning programs available to students.

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

## Cross Reference:

- KHB- Advertising in the Schools

## Adopted:

- May 14, 2019

# KI - VISITORS TO THE SCHOOLS

The School Board encourages the active interest and involvement of parents and citizens in the public schools. Parents and community members are welcome to visit the schools to become better informed about the day-to-day operations of the schools and to learn about the educational process and school activities. Reasonable access to classrooms, activities and school functions will be accommodated whenever practicable. 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 procedure shall be subject to the approval of the Superintendent. It is understood that procedures may vary from school to school due to differing considerations such as the age of the students and building layout and location.

General guidelines will be used in allowing visitors to the school.

I. 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 and is able to provide a legitimate school-related reason for being present in a school building or on school grounds. Visits to the shcools by memebers of the public or the Board shall not be for the purpose of evaluating teachers or curriculum, monitoring teaching methods, reviewing lesson plans, observing students, or interviewing school employees.

II. All visitors, including parents, school volunteers, substitute personnel, vendors, contracted service providers, Board members, and members of the public, shall report to the main office upon arrival at the school and must receive approval from the principal/designee to visit 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.

III. All visitors who wish to visit classrooms, observe aspects of the instructional program or meet with staff members are expected to schedule such visits at least 24 hours in advance. Teachers and other staff may not use instructional time to discuss individual matters with visitors.

IV. Individual School Board members shall follow the same procedures as other visitors, and state whether they are visiting the schools on personal business or in connections with Board duties.

V. Visitors are prohibited from videotaping or otherwise electronically recording students or staff. This does not apply to recording of activities that are open to the public and not protected by copyright laws.

VI. Visitors shall comply with all applicable Board 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.

VII. The building administrators/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, compromise the safety or welfare of students or staff, or otherwise interfere with the orderly operations of the schools. This may include, but not be limited to, the news media, vendors, profit-making businesses, fundraisers, charitable and other solicitations (except as otherwise permitted by Board policy) and other persons or organizations seeking access to students and/or staff.

VIII. 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.

IX. 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.

# Legal Reference:

- 20-A MRSA § 6804

# Cross Reference:

- BCA- School Board Member Code of Ethics
- EBCA - Comprehensive Emergency Management Plan
- ECA - Buildings and Grounds Security
- IJOC - School Volunteers
- JLIB - Student Dismissal Precautions
- JLF - Reporting Child Abuse and Neglect
- KLG - Relations with Law Enforcement Agencies

# Adopted:

- October 9, 1984

# Recoded:

- June 1998

# Revised:

- February 14, 1995
- May 12, 2009
- January 9, 2024

# KLG - RELATIONS WITH LAW ENFORCEMENT AUTHORITIES

The School Board 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 Board policies and school rules.

However, the Board authorizes the Superintendent/administration to seek the assistance of law enforcement authorities when they believe there is a substantial threat to the safety, health or welfare of the schools, students and/or staff.

The Board strongly discourages law enforcement authorities from using the school 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 Board authorizes the Superintendent and administration to work with local law enforcement authorities to develop administrative regulations to guide interactions between the schools and law enforcement. Such regulations should safeguard the rights of students and parents, be consistent with Board policies, and minimize disruptions to the instructional program. These administrative regulations are subject to the approval of the Board.

The Superintendent shall include law enforcement authorities in the development and implementation of the school unit's comprehensive emergency management plan. The Board 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:

- KLG-R- Relations with Law Enforcement Authorities Administrative Procedure
- EBCA- Comprehensive Emergency Management Plan
- JICIA- Weapons, Violence and School Safety
- JIH- Questioning and Searches of Students' Locker/Storage Facilities
- JRA- Student Education Records

## Adopted:

- December 11, 2012

## Revised:

- November 18, 2014

# KLG-R (PROCEDURE) - RELATIONS WITH LAW ENFORCEMENT AUTHORITIES ADMINISTRATIVE PROCEDURE

The following procedures are intended to guide the involvement of law enforcement authorities in the schools:

I. Law enforcement official may enter school premises:

   I. In the event of an emergency endangering student or staff safety;

   II. At the request of the Superintendent/school administrators when they believe there is a substantial threat to the safety, health or welfare of the schools, students and/or staff;

   III. When there is a warrant to arrest a student, which cannot be executed outside of school hours. School administrators are not obligated to make students or school facilities available to law enforcement for non-school-related investigations/ arrest;

   IV. In exigent circumstances as authorized by law.

II. School Administrators shall attempt to contact the student's parents/guardians prior to allowing law enforcement authorities to interrogate, search, or arrest a student at school, except when there are reasonable grounds to believe that a health or safety emergency requires the interrogation, search, or arrest to take place without prior notice.

III. Law enforcement authorities are responsible for ensuring that a student is informed of the student’s rights prior to an interrogation, search, or arrest conducted by law enforcement authorities.

IV. A student may be removed from school by law enforcement authorities when there is a court order, an arrest warrant, or when a warrantless arrest is authorized by law. School administrators shall attempt to notify the student's parents/guardians as soon as possible of the student's removal from school.

V. School administrators may release student information to law enforcement authorities only as allowed by the Family Education Rights and Privacy Act.

## Cross Reference:

- JIH- Questioning and Searches of Students and Students’ Locker/Storage Facilities
- JRA- Student Education Records and Information

## Adopted:

- December 11, 2012

## Revised:

- November 18, 2014
- November 17, 2015