

POLICY COMMITTEE MEETING

May 6, 2019

Central Office – Library

4:30 PM

AGENDA

COMMITTEE MEMBERS:

N. Carlow

A. Dube

E. DeCotiis

A. Payeur

1. Call to Order
2. IKF – Graduation Requirements (20)
3. EEA – School Bus Transportation (5)
4. KE – Parent or Citizens Complaint (10)
5. IMC – Guest Speakers in Schools (15)
6. GBIA – Staff Participation in Political Activities (10)

NEXT MEETING: May 20, 2019

MSAD 6

Graduation Requirements

Before entering Bonny Eagle High School, students need to know the standards for attaining a high school diploma in order to plan an appropriate, sequential, educational program to meet that goal.

MSAD 6 has adopted a credit-based system of learning consistent with Maine law, which means that after January 1, 2020, the awarding of a diploma will be contingent on the demonstration of proficiency in the content areas and Guiding Principles of the Learning Results.

The Superintendent, through the high school principal or other designee, will be responsible for making accurate information concerning graduation requirements available to incoming students and their parents prior to entering Bonny Eagle High School. Graduation requirements are included in every edition of the high school student handbook.

The Board has approved the following schedule of minimum requirements for graduation, which includes minimum requirements specified by the State of Maine. The Board is aware that current law and regulations are subject to change.

The Board expects the Superintendent/designee to inform students and parents as soon as practicable of any additional State-imposed standards that must be met before students may be awarded a high school diploma.

Diploma Requirements for Students Graduating from Bonny Eagle High School

- A. The student must successfully complete a total of 24 credits. Of these credits, 12 ½ (twelve and one-half) must be those specified by the State of Maine. They are:
 1. English/language arts – 4 credits;
 2. Mathematics – 2 credits;
 3. Social studies and history, including one year of American history and government – 2 credits;
 4. Science, including at least one year of laboratory study – 2 credits;
 5. Fine arts, which may include art, music, forensics or drama – 1 credit;

6. Health – 1/2 credit; and
 7. Physical education – 1 credit.
- B. In addition to the State requirements, the student must meet the following additional credit requirements established by the MSAD 6 School Board:
1. Math – 1 additional credit;
 2. Social studies – 1 additional credit;
 3. Science – 1 additional credit;
 4. Capstone Project – 1 Credit; and
 5. Financial Literacy – .5 Credit.
- C. The remaining credits may be selected by the student based on his/her interest, satisfaction of course prerequisites, and requirements of the field that he/she plans to enter upon graduation.
- D. Alternative Methods of Earning Credits

A student who is deficient in the above-listed requirements may meet up to 5 of those requirements through post-secondary course(s), a state-approved Adult Education course(s), a state-approved summer program, a pre-approved project by the high school principal, or a distant education/on-line programs.

The student may participate in the next regular graduation ceremony following successful completion of the requirements.

Students who have accepted early admission at the collegiate level may graduate with their class if they inform the principal at the time of their acceptance into the early admissions program.

Course requirements will be disseminated to all incoming ninth grade students at the time of course selection. In addition, a copy of the course requirements will be included in the student handbook.

E. Students Receiving Special Education Services

Students who achieve proficiency in the meeting of content standards of the Learning Standards as specified in the goals and objectives with the students identified disability and satisfy graduation requirements will be awarded diplomas.

Diploma Requirements for Students Graduating in the Class of 2020 and Beyond

In accordance with Maine law and MSAD 6's credit-based system of learning, after January 1, 2020, the awarding of a diploma from Bonny Eagle High School will be contingent on the demonstration of proficiency in the content areas of Maine's system of Learning Standards and meeting the cross-content performance standards of the Guiding Principles of the Learning Results, rather than the accumulation of credits. The student must also fulfill any other requirements specified in this policy.

Students who anticipate graduating in the Classes of 2020 and beyond must meet the following requirements in order to be awarded a Bonny Eagle High School diploma.

- A. Demonstrate proficiency in meeting standards in the following content areas of the Learning Standards. Meeting the standards entails demonstrating proficiency for each standard within each content area.
 - 1. English Language Arts
 - 2. Mathematics
 - 3. Science and Technology
 - 4. Social Studies
 - 5. Health Education and Physical Education
 - 6. Visual and Performing Arts

- B. Meet the cross-content performance standards set forth in the Guiding Principles of the Learning Results. A student graduating from Bonny Eagle High School is expected to meet the following Guiding Principles through the successful completion of courses.
 - 1. Clear and effective communicator;
 - 2. Self-directed and life-long learner;

3. Creative and analytical problem solver;
4. Responsible and involved citizen; and an
5. Integrative and informed thinker.

Multiple Pathways to the Awarding of a Diploma

Bonny Eagle High School's educational program is designed to enable students to satisfy specific graduation standards that have been approved by MSAD 6.

In order to pursue one or more of the multiple/alternative pathways, a student must develop a plan with the principal that meets the District's Learning Standards

Additional Considerations Applicable to the Awarding of a Diploma From Bonny Eagle High School

This section applies to all students, in all graduation classes.

A. Transfer Students

For students who transfer to Bonny Eagle High School from another state or from an educational program that is not required to be aligned with the content standards of the system of Learning Standards, the Bonny Eagle High School Principal will determine the value of the student's prior educational experience towards meeting graduation requirements.

B. Home-schooled Students

For home-schooled students wishing to receive a diploma from Bonny Eagle High School, the Bonny Eagle High School Principal will determine the value of the student's prior educational experience toward meeting graduation requirements.

C. Delayed Awarding of Diplomas

A student who leaves Bonny Eagle High School to attend an accredited, degree-granting institution of higher education may upon satisfactory completion of the freshman year be awarded a high school diploma, provided that the student has notified the principal at the time of the early admission.

D. Early Awarding of Diplomas

A student who has met the State's and the Board's diploma requirements in fewer than four years of high school may be awarded a diploma.

E. Extended Study

Students are eligible for extended years of study to complete the requirements of a diploma if they have not reached the age of 20 at the start of the school year. Students eligible for extended years of study may be referred to adult education or other resources suitable to young learners. Extended study for students with disabilities will be specified in the student's Individualized Education Plan.

F. Honors and Awards at Graduation

In order to be eligible for honors or awards based wholly or in part on academic achievement (e.g., valedictorian, salutatorian, class speaker, "Top 10 percent," Latin Honors), a student must have been enrolled full time at Bonny Eagle High School prior to the first grade-reporting period of their junior year. Students who do not meet this enrollment requirement will not be "ranked" for the purpose of determining eligibility for graduation honors, awards, or scholarships.

Legal Reference: 20-A MRSA § 4722
Ch. 127 § 7 (Me. Dept. of Ed. Rule)

Cross Reference: IHCDA – Post-Secondary Enrollment Options
IKFB Participation in Graduation
KE – Parent or Citizen Complaint

First Reading: March 7, 2001
Adopted: March 19, 2001
Reviewed: April 7, 2003
Revised: May 5, 2003, June 3, 2013, January 20, 2015

School Bus Transportation

Preamble

The intent of the MSAD 6 School Bus Transportation Policy is to provide flexibility in establishing bus stops and bus routes within the framework of safety, uniformity, economy and time savings. Consideration of transportation requests will be subject to the following criteria.

Bus Stops

Parents/guardians are responsible for their child's conduct and safety while walking to and from the designated bus stop and while waiting at the designated bus stop. MSAD 6 assumes responsibility for a student only when he/she is onboard the bus. Bus stops will be determined by the Transportation Manager. Bus stops will be designated for groups of students residing near each other and will be located to load and unload students in the safest manner allowed by road conditions.

The distance between stops may vary according to safety factors. Generally, the distance elementary (Pre-K through 5) students will walk from the road end of his/her driveway to the school or nearest bus stop will not exceed one-half mile. Generally, the distance middle and high school students will walk from the road end of his/her driveway to the school or nearest bus stop will not exceed one mile.

The Transportation Manager may need to make changes throughout the year to the bus stops and bus routes. A change in a bus stop may be requested by the parent/guardian. Requests will be considered and acted upon by the Transportation Manager.

Roads

Bus routes will be limited to MSAD 6 approved roads. All roads must have a suitable turnaround as determined by the District. Students living on unapproved roads, or on private roads, will be transported from the designated bus stop on a main road to the school. If the student resides in a location remote from and/or inaccessible to schools or public roads, the student's parents will be responsible for providing transportation to school or to the nearest designated bus stop.

Elementary Schools

Generally, elementary students will be assigned to one specific bus stop that is closest to their residence, or where their daycare is located. Students may only be assigned to one bus stop in the morning and one bus stop in the afternoon. Students may not be assigned to different buses except on early release days. The early release drop-off must be at a consistent location. Any exception to this rule is at the discretion of the Transportation Manager or his/her designee. Exceptions will only be made for emergencies and only if space is available. A request for a change in buses requires written permission, at least three days in advance, with parent contact information, signed by a parent, dated, and approved by the Transportation Manager or his/her designee.

Middle Schools and High School

Generally, middle and high school students will be assigned to one specific bus stop that is closest to their residence. Students may only be assigned to one bus stop in the morning and one bus stop in the afternoon. Students may not be assigned to different buses except on early release days. The early release drop-off must be at a consistent location. Any exception to this rule is at the discretion of the Transportation Manager or his/her designee. Exceptions will only be made for emergencies and only if space is available. A request for a change in buses requires written permission, at least three days written notice in advance, with parent contact information, signed by a parent, dated, and approved by the Transportation Manager or his/her designee.

Transportation to Day Care Centers/Child Care Providers

The Board recognizes that children attend day care centers or child care providers before and after the school day. The District will accommodate parental requests to transport children to day care centers and other child care providers whenever practicable within the constraints of the District's transportation system and the transportation budget, provided that:

- A. The day care center or child care provider is located within the attendance area of the school served;
- B. There is seating space available on the bus;
- C. The day care center or child care provider is located along an existing bus route;
- D. Pick-up and/or drop-off follow a consistent schedule;

- E. Requests for service to or from day care centers or child care providers and requests for changes in service must be made in writing, at least three school days in advance, to the Transportation Manager.

Possible Exceptions

- A. Special transportation for children with temporary or permanent physical handicaps and children with special needs as designated in their Individualized Education Plan (IEP) or 504 Plan.
- B. The Superintendent and/or the Transportation Manager will decide to eliminate or curtail bus transportation service due to hazardous conditions.
- C. Principals have the authority to keep bus students after school for school discipline problems and/or for academic work. Parents will be informed before the student is kept after school; however, this is done only to inform the parent and not to seek his/her permission. Transportation home then becomes the responsibility of the parent and the student. When activity or late buses are operated at a time later than the normal return bus runs, students who stay after school for academic work may use this service instead of procuring other means to get home.
- C. It is the prime responsibility of the parent and or guardian to provide, or make arrangements for, transportation to the home or to a hospital.
- D. Changes due to emergencies and/or unforeseeable circumstances, will be considered by the Transportation Manager and will be considered on a case-by- case basis.
- E. In the case of students who have more than one residence within the same town, they may only have two pick-ups or drop-offs following a consistent permanent schedule. Students with multiple residences requesting deviation of the permanent schedule can be reviewed by the Transportation Manager on a case-by-case basis.

Bus Passes

Students are permitted to have up to two permanent bus stops within their town. It is the District's obligation to provide transportation to and from school per Title 20-A § 5401 (2). Bus passes will not be issued to alter the permanent schedule.

Safety

Bus drivers will not permit any person other than an authorized student, teacher, school administrator, authorized parent/guardian/chaperone, mechanic, police officer, or emergency rescue person to board or ride the bus without the consent of the Transportation Manager or his/her designee.

All School-Funded Co-Curricular Trips/Athletic Trips/Alternative Bus Runs

All students participating in co-curricular trips, athletic trips, or alternative activities will be transported by School District buses. All student participants must travel to and from games/events on the designated school bus. An exception to this will be permitted for a valid reason, but only under the following conditions:

- A. The parent/guardian or designee must present themselves personally to the coordinator of the activity to pick up the student, and must sign the Transportation Release Form.
- B. Students may be transported by another adult with parent/guardian approval by the Athletic Director. A Transportation Release Form will need to be signed.
- C. The ~~Athletic Director~~ **Director of Transportation** may approve alternative transportation at his/her discretion.

These conditions must be met by all students, regardless of the age of the student. It is the intent of the School Board that this privilege not be misused, but the School Board recognizes that there are times when bus travel from an event could cause a hardship.

Activity Bus Runs

Activity bus runs have been scheduled to transport students who are involved in after-school activities at the Middle and High Schools. These routes are along major roads and are primarily to transport students as close to home as possible without making house-to-house stops. Students will not be allowed on these buses without a bus pass approved by a teacher or an administrator.

Food/Beverages on Buses

Students will not be permitted to eat or drink on school buses during the regular bus ride to and from school or the Activity bus run.

Policy Appeal Procedures

Parents/Guardians who have unresolved transportation problems may appeal in writing to the Transportation Manager by submitting a Change Request in writing. Decisions regarding Change Requests will be made by the Transportation Manager. If the parent/guardian is not satisfied with the decision of the Transportation Manger, he/she may appeal first to the Business Manager and then to the Superintendent, the decision of the Superintendent is final.

First Reading: March 20, 2000
Adopted: April 24, 2000
Reviewed: December 2, 2002, October 12, 2016
Revised: December 16, 2002, March 2, 2015 (effective July 1, 2015)

Parent or Citizen Complaint

All parents, students or other citizens initiating complaints or concerns regarding any aspect of the school department or an employee thereof will be encouraged to seek a resolution as close to their origin as possible.

Below is a step-by-step process for parents and/or community members to address concerns.

- Step One: Parent/community member talks with the teacher, bus driver, etc. about the concern/complaint.
- Step Two: If not satisfied, parent/community member talks to the employee's supervisor (Assistant Principal, Principal, Department Manager).
- Step Three: If not satisfied, parent/community member would call Central Office and speak to either the Assistant Superintendent or Business Manager, depending on the nature of the concern/complaint.
- Step Four: If not satisfied, parent/community member would call the Superintendent.
- Step Five: If concern/complaint still remains, the parent/community member would contact the Board Chair and ask to be heard. The Board Chair will either direct the person to the appropriate sub-committee or to the full Board for review.

The sub-committee will try to resolve the complaint between the parties involved. If the subcommittee cannot resolve the issue, it can vote to take one of the following actions:

- A. Support the administration's handling of the case and take no further action.
- B. Direct the Superintendent to extend the investigation, take further appropriate action, and report back to the committee.
- C. Refer the matter to the full board.
- D. Direct the administration to take action on the complaint in accordance with the discussion held in executive session.

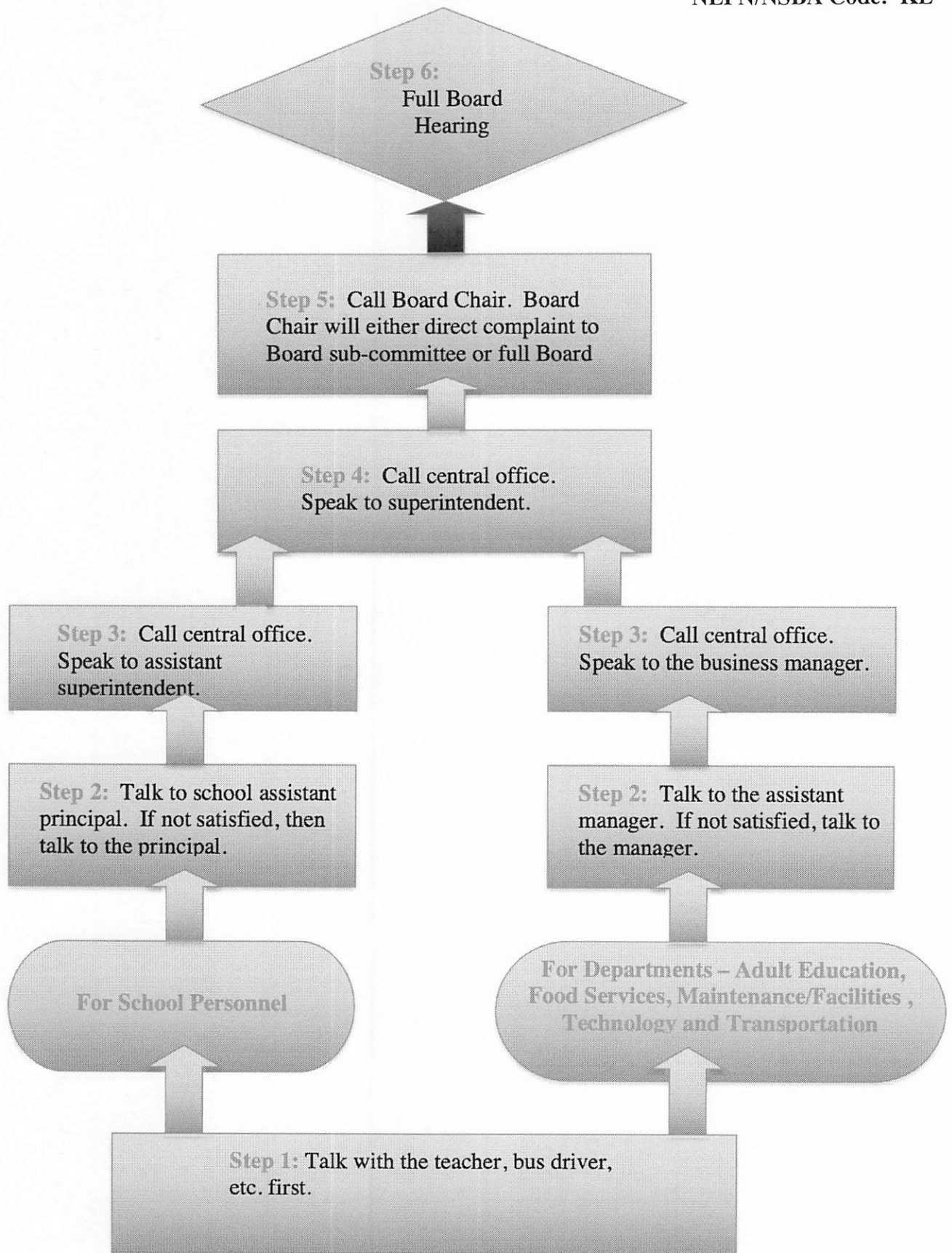
Step Six: If concern/complaint still remains, the parent/community member can appeal that decision to the full Board by submitting the request to the Board Chair in writing.

Only the administration or the full board is authorized to discipline employees.

If the complainant wishes to appeal the subcommittee's action, he/she may make a written request to appear before the full Board. If the complaint is about policies or procedures and is not related to a complaint about an employee, the Board will hear the complaint in open session. If the complaint is related to the performance of an employee and if public discussion could be reasonably expected to cause damage to the reputation of the employee or if an individual's right to privacy would be violated, the Board will hear the complaint in executive session.

See the attached flow chart.

First Reading: June 7, 1999
Adopted: June 21, 1999
Reviewed:
Revised: November 7, 2016



PUBLIC COMPLAINTS REGARDING SCHOOL PERSONNEL

The Westbrook School Committee believes in the fundamental principle that the schools exist primarily for the students. Consistent with that principle, complaints concerning school personnel should be viewed as an opportunity for community members and school officials to work together to resolve issues of concern in a manner that is both responsive and responsible.

The School Committee places trust in its employees and desires to support their actions in such a manner that employees are free from unnecessary, spiteful or negative criticism and complaints.

Public concerns and complaints about school personnel should be handled in a timely manner for the benefit of students, parents and staff. The purpose of this policy is to:

- A. Create a climate in the schools whereby persons with complaints concerning school personnel will be encouraged to bring those complaints to the attention of school officials;
- B. Explain the responsibilities of school officials in handling such complaints to ensure administrative accountability and follow-through; and
- C. Ensure that the Westbrook School Department will be responsive to such complaints so that mistrust will be prevented and appropriate corrective measures are taken.

Any person with a school-related complaint concerning a school employee is encouraged to meet directly with that employee to resolve the complaint. If this is deemed not appropriate because of the nature or severity of the complaint, the person may request a conference with the Principal to discuss the complaint. The Principal or his/her designee will be responsible for investigating the complaint and for communicating with the person making the complaint to the extent practicable within five school days. Any person making a complaint will be required to put it in writing. A written record of substantiated complaints about school personnel will be maintained by the Superintendent in the employee's personnel file and copied to the employee.

If the Principal/designee is unable to effect a satisfactory resolution of a complaint, he/she will inform the Superintendent in writing. If the person bringing the complaint is not satisfied with the resolution, he/she can appeal in writing to the Superintendent.

The Superintendent/designee will investigate the matter and take appropriate action, including communication with the person making the complaint to the extent practicable within ten school days of receiving the complaint. If the person making the complaint is not satisfied with the resolution of the complaint, he/she may request the Superintendent to forward the complaint to the School Committee. The School Committee Chair will be responsible for contacting the person making the complaint in writing as soon as possible. The School Committee will decide if it is appropriate to rule on a complaint referred to the School Committee.

Any complaint of a sexual nature shall be reported immediately to the Superintendent by the building administrator or supervisor.

Cross Reference: ACAA-1 - Employee Harassment
 KEB-E - Westbrook School Department Complaints Regarding
 Staff Members

Adopted: July 17, 1961
Revised: 10/12/82; 2/23/87; 4/27/94; March 8, 2000
Reviewed by the Policy Committee: February 6, 2007

COMPLAINTS REGARDING STAFF MEMBERS

Date _____ Complainant _____
(Date of Filing) (Name of person Registering Complaint)

Regarding _____
(Name(s) of person or people in complaint)

Work Location of Employee(s) _____
(Name of school or department)

Complaint or Concern _____

LOG OF MEETINGS REGARDING COMPLAINT

INDIVIDUAL'S
LEVEL

Date _____ Meeting With _____
(Date of Meeting) (Name(s) of Person(s) met with)
Results _____

INDIVIDUAL'S
ADMINISTRATOR
OR IMMEDIATE
SUPERVISOR LEVEL

Date _____ Meeting With _____
(Date of Meeting) (Name(s) of Person(s) met with)
Results _____

OFFICE OF THE
SUPERINTENDENT
LEVEL

Date _____ Meeting With _____
(Date of Meeting) (Name(s) of Person(s) met with)
Results _____

SCHOOL
COMMITTEE
LEVEL

Date _____ Meeting With _____
(Date of Meeting) (Name(s) of Person(s) met with)
Results _____

Reviewed by the Policy Committee: February 6, 2007

Windham School District**KE****PUBLIC COMPLAINTS**

While the Board recognizes its obligation to be available to the public at all times, it also believes that individual complaints can usually be resolved most effectively by parties directly concerned. The Board will refer all complaints through the proper administrative channels for solution before investigation or action. Exceptions are complaints that concern Board actions or Board operations only. The Board, therefore, will not hear complaints from individual parents until such complaints have been raised, first with the child's teacher, and, if not resolved, successively with the department head (where applicable), Principal, and Superintendent.

Legal References:

Windham School Board	Policy Code: KE
Revised: July, 1998 Adopted: March, 2004	

PUBLIC CONCERNS AND COMPLAINTS

Parents, students or other citizens with complaints or concerns regarding any aspect of the District or any of its employees shall be encouraged to seek a resolution at the lowest possible level. The only exceptions are complaints which concern Board actions or operations. Such complaints should be addressed to the Board Chair.

If the complaint cannot be resolved at the lowest level, the person initiating the complaint may appeal the decision to the next level.

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 the matter be placed on the agenda of the next regular School Board meeting. The Superintendent/Board Chair shall determine whether the complaint should be placed on the agenda. This procedure applies to complaints about school personnel, as well as all other issues.

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: May 27, 2009

Reviewed: December 10, 2012; January 27, 2016; October 2, 2018

Code: KE

PUBLIC CONCERNS AND COMPLAINTS

Parents, students or other citizens with complaints or concerns regarding any aspect of the Gorham 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 Board actions or operations. Such complaints should be addressed to the Board Chair.

If the complaint cannot be resolved at the lowest level, the person initiating the complaint may appeal the decision to the next level (i.e., Director of Facilities & Transportation, Principal, Director of Instructional Support Services).

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 forward it, in writing, to the Chair of the School Committee. The Committee Chair will then determine whether or not the complaint should be placed on a future School Committee agenda.

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: November 12, 1973
Amended: September 9, 1974
 May 21, 1980
 October 7, 1981
 February 10, 1982
 June 27, 2012
Reviewed: March 10, 2004

GUEST SPEAKERS IN SCHOOLS

The Board encourages school administrators and teachers to invite guest speakers when the speaker's program supports or supplements the curriculum and provides a learning experience appropriate to the grade level(s) of students.

The Board believes that it is important for students to have access to information, to appreciate the knowledge, experience and accomplishments of others, to be exposed to issues upon which there may be disagreement, and to learn to discriminate between facts and opinion, analyze and discuss different points of view and draw their own conclusions.

SPEAKERS IN THE CLASSROOM

Because guest speakers may have particular viewpoints and opinions, it is important that teachers have a clear understanding of the speaker's purpose, prepare students for the experience in advance and provide appropriate follow-up activities. Teachers should strive to provide a balance of viewpoints and opinions through discussion or other activities that allow for the presentation of opposing views. This may include, when practicable, the invitation of speakers with different points of view.

Teachers are expected to use professional judgment in determining the appropriateness of an issue to the curriculum and/or the maturity of students. When unsure, the teacher should consult with the building principal.

A staff member who wishes to invite a speaker must obtain the approval of the building principal before doing so. Requests for speakers must be submitted at least one week in advance. A staff member whose request has been denied may appeal to the Superintendent, whose decision shall be final.

[OPTIONAL: Teachers are encouraged to [OR: should] notify parents in advance if a speaker's presentation may be controversial.]

The teacher who has invited the speaker remains responsible for the supervision of students and must be present at all times when the speaker is in the classroom.

SPEAKERS AT SCHOOL ASSEMBLIES

Principals may invite or approve speakers for school assemblies when the experience is consistent with the objectives of this policy. Non-routine **[OR: special]** assemblies

should be scheduled in a way that minimizes interruption of the instructional program. Whenever practicable, staff should be given advance notice of such assemblies at least _____ days in advance.

SPEAKER GUIDELINES

The Superintendent/designee may develop rules or guidelines for speaker conduct and decorum.

Profanity, vulgarity and the advocacy of violence, violation of the law, Board policies or school rules or promotion of use of tobacco, drugs or alcohol or other substances or items that are illegal for minors will not be permitted.

Cross Reference: IMB – Teaching About Controversial/Sensitive Issues
 IMBAA – Exemption From Required Instruction

PLEASE NOTE MSMA sample policies and other resource materials do not necessarily reflect official Association policy. They are not intended for verbatim replication. Sample policies should be used as a starting point for a board's policy development on specific topics. Rarely does one board's policy serve exactly to address the concerns and needs of all other school units. MSMA recommends a careful analysis of the need and purpose of any policy and a thorough consideration of the application and suitability to the individual school system.

MSMA sample policies and other resource materials may not be considered as legal advice and are not intended as a substitute for the advice of a board's own legal counsel.

Staff Participation in Political Activities

The Board believes in the principles of democracy and respects the rights of its employees to participate in the democratic process. These rights include discussing the social, political and economic issues of the day in public venues; participating actively in the political party of their choice; becoming a candidate for public office; and campaigning in the community for candidates and in support of political issues.

While the Board respects these rights and encourages its employees to engage in political activities as private citizens, the Board believes that campaigning and other political activities of individual staff members should not compromise the instructional program or disrupt the operations of the schools.

In adopting this policy, it is the intent of the Board to provide guidance for staff participation in political activities and communicate these expectations to parents, students and the community.

School employees will not engage in political activities while carrying out their work responsibilities during the school day, **while performing work for the District outside of the school day on school premises. Or** while performing work as a representative of MSAD 6 at any location.

“Political activities” include:

- A. Campaigning for or against any candidate, political party or issue;
- B. An employee’s using his/her position to attempt to influence students, parents or others to vote for or against any candidate or issue;
- C. Contacting students, parents or others for such purposes;
- D. Wearing apparel with political messages or displaying campaign paraphernalia while performing work; or
- E. Soliciting for or collecting funds or distributing material in connection with campaigning or support of political issues.

When engaging in conversations with students outside of classes or school activities, employees should be mindful of the potential effect of their position, authority and influence when stating personal opinions in regard to candidates and political issues.

No school employee will use MSAD 6 resources (e.g., including but not limited to district unit-owned laptops and other electronic devices, district networks, copiers, scanners, or mail service) to promote political candidates or parties or to encourage a vote for or against a political issue.

No MSAD 6 employee will use the district's name or logo to promote his/her candidacy for political office, or to promote other candidates or political positions, or represent his/her view as those of MSAD 6 or this Board.

Nothing in this policy will prevent an employee from engaging in political activities on school premises when such activities are conducted in accordance with the district's facilities use policy.

Nothing in this policy will preclude the discussion of political or controversial issues or current events or exposure of mature students to candidates as guest speakers provided that such is done in compliance with the Board's policy on the teaching of controversial issues (IMB) **and policy on guest speakers in schools (IMC).**

Nothing in this policy should be construed as precluding mock elections, debates, conventions or other simulated political activities, where the activity is intended as an educational experience.

Nothing in this policy will prevent the Board from providing information or expressing its position or views on any political issue affecting the schools or from directing or authorizing the Superintendent to use ~~school-unit~~ **District** resources to accomplish this purpose. The Board will not use its influence or ~~school-unit~~ **District** resources to promote any particular political party or to promote or discourage the election of any particular candidate.

Cross Reference: GBI – Staff Gifts and Solicitations
 GCSA – Employee Computer and Internet Use
 IMB – Teaching About Controversial/Sensitive Issues
 IMB – Guest Speakers in Schools. * If adopted**
 KF – Community Use of School Facilities
 KHC – Distribution of Non-School Materials

First Reading:

Adopted:

Reviewed: December 1992, December 18, 2001

Revised: March 1984, June 1, 2015