

FILE: BCB

Draft revision to BCB for federal compliance

BOARD MEMBER CONFLICT OF INTEREST

No member of the School Board, nor child, parent, sibling, or spouse shall be employed by the School District during his/her term of office. All other conflicts of interest questions shall be controlled by the provisions of 30 M.R.S.A. S2251.

Code of Conduct for Federally Funded Procurements. When a Board member participates in the selection, award, or administration of a contract that is supported by a federal award, the Board member shall also comply with Policy DJH – Purchasing and Contracting: Procurement Staff Code of Conduct.

Adopted: Prior to 1974

Revised: 8/9/77, 6/9/10

Statutory Reference: 30:225

Cross reference: DJH

Draft Revisions for DBJ

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. Whenever feasible and practical, the Brunswick School Board will consider local providers and vendors.

1. 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 \$250,000 (except contracts for professional architectural and engineering services); and bond anticipation notes for state-subsidized school construction projects.

2. 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 \$100,000 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 \$15,000. 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.

3. 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.

1. 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.

2. **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.
3. **Time of opening.** A School Board member or employee of the school unit may not open a bid until the appointed time.
4. **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.
5. **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.
6. 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

1. 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.
2. 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.

Procurement Methods for Federally Funded Projects

The Superintendent or his or her designee shall be responsible for developing, updating as necessary, and implementing a written administrative procedures manual (hereafter, the "Federal Procurement Manual") to govern the procurement and purchase of property, goods, and services using any federal award, that is subject to the Uniform Grant Guidance, codified at 2 CFR Part 200 ("UGG Federal Award"). The Federal Procurement Manual shall be consistent with all applicable federal laws and rules.

Notwithstanding any policy provision to the contrary, the procurement and purchase of property, goods, and services using a UGG Federal Award, in whole or in part, must comply with the Federal Procurement Manual. Wherever this policy or any of the school unit's administrative procedures are inconsistent with federal laws or rules, the provisions of the federal laws or rules shall control.

Legal Reference: 34 CFR Parts 74 and 80 (Education Department General Administrative Regulations ("EDGAR")) (for federal awards made prior to 12/26/2014)
2 CFR Part 200 (Uniform Administrative Requirements) (for federal awards made on or after 12/26/2014)
DBJ-R – Federal Procurement Manual

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)
Adopted: 9/11/13

DRAFT REVISIONS for new Federal Compliance

**PURCHASING AND CONTRACTING:
PROCUREMENT STAFF CODE OF CONDUCT**

Conflict of Interest

All employees, officers, or agents of the Brunswick School Department shall perform their duties in a manner free from conflict of interest to assure the proper performance of school business as well as to earn and keep public confidence. No employee, officer, or agent of the Brunswick School Department with a real or an apparent conflict of interest in a proposed transaction shall participate in the selection, award or administration of a contract pursuant to the transaction.

Conflict of interest is defined as when an interested party has a financial interest in the firm selected for the award. Interested party is defined as 1) the employee; 2) a member of the employee's immediate family; 3) his/her partner; or 4) an organization that employs, or is about to employ a person described above.

Conflict of Interest Disclosure

A conflict of interest would arise when the employee, officer, or agent – or any member of his or her family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein – has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

All employees with real or apparent conflicts of interest as defined above must disclose the conflict of interest to the superintendent of schools who will investigate the circumstances of the transaction. The superintendent of schools will exercise due diligence in investigating the circumstances of the transaction or arrangement that would give rise to a conflict of interest. If the Superintendent of School determines that the proposed transaction is in the best interest of the Brunswick School Department and is fair and reasonable, it may proceed with the transaction. In the event that the superintendent of schools may have a conflict of interest, an adjunct committee of the school committee will investigate and make a determination regarding the transaction.

Staff Gifts and Solicitations

Brunswick School Department employees are prohibited from accepting money or things of material value from persons or entities doing business with, or desiring to do business with, the school unit. Employees may accept unsolicited items of nominal value such as those that are generally distributed by a company or organization through its public relations program.

Violations

Employees of the Brunswick School Department who violate this code of conduct may be subject to discipline, up to and including termination of employment, and, if appropriate, referral to law enforcement.

Dispute Resolution

A bidder or respondent to a request for a proposal (RFP) may protest a procurement or contract award if he/she believes that it was made in a manner inconsistent with Board policy, specifications, or law or regulations. A protest must be submitted to the Superintendent in writing within five business days after receipt of notification of the award being made, with all documents supporting the protest.

The Superintendent shall review the protest and supporting documents and render a decision in writing within 20 business days of receipt of the protest.

The Superintendent may also convene a meeting with the bidder or respondent to attempt to resolve the problem.

If the bidder or respondent is not satisfied with the Superintendent's decision, he/she may appeal to the Board. The Superintendent will provide reasonable notice to the bidder or respondent of the time for the Board's consideration of the protest. The Board's decision shall be final.

Legal Reference: 34 CFR 74.40-74.48; 80.36 (Education Department General Administrative Regulations (EDGAR)

Commissioner's Administrative Letter No. 6, June 18, 2006 (Fiscal Compliance)

2 CFR 200.318 (Uniform Administrative Requirements – General Procurement Standards for federal awards made on or after 12/26/14.

Adopted: 5/9/2018 Revised: 6/13/18

LEGAL SERVICES

The Board recognizes that the increasing complexity of the Brunswick School Department operations frequently requires procurement of professional legal services. Therefore, the Board shall designate an attorney and/or law firm to provide such services on an annual basis. The school attorney(s) shall be admitted to practice law in Maine. The Board reserves the right to obtain legal services outside of its designated attorney/law firm as deemed appropriate.

A decision to seek legal advice or assistance on behalf of the Brunswick School Department shall normally be made by the Superintendent or Board Chair in accordance with Board policy and when an obvious need exists. Such services may also be obtained as a consequence of a formal vote of the Board.

Legal services required by the Brunswick School Department may include, but not be limited to:

- A. Providing general legal advice to the Board and/or administration;
- B. Assisting with labor negotiations;
- C. Assisting with personnel matters;
- D. Assisting with expulsions and other student disciplinary matters;
- E. Conduct and/or assist with pending or actual litigation involving the school unit;
- F. Other specialized legal services; and
- G. Attendance at Board meetings or other activities as appropriate.

Many types of legal services are considered routine and do not require specific Board approval. However, when the Superintendent concludes that the potential for significant legal expenditure exists or under other unusual circumstances, he/she shall inform the Board at an appropriate point in the process. The Board may take action on such matters as appropriate.

Adopted: 10/13/2010

DRUG AND ALCOHOL TESTING OF SCHOOL BUS DRIVERS

In accordance with the federal Omnibus Transportation Employee Testing Act of 1991, in addition to other pertinent state and federal laws promulgated to effectuate a drug and alcohol free workplace, the Brunswick School Board is committed to the establishment of an alcohol and controlled substance testing program for school bus drivers, in addition to any other employees who drive vehicles to transport sixteen (16) or more passengers, including the driver.

The purpose of the testing program shall be to help prevent accidents, injuries and deaths resulting from the misuse of alcohol and controlled substances by drivers performing safety-sensitive functions. The Superintendent shall be responsible for the implementation of an alcohol and drug testing program consistent with federal regulations and shall implement additional administrative procedures to assist and further the implementation of the federal mandates regarding alcohol and controlled substances testing as he/she deems necessary.

Legal References: 49 CFR Part 382
26 MRSA §§ 681(8)(B); 685(2); 689

Adopted: 9/13/95

Revised: 11/12/14

STUDENT TRANSPORTATION IN PRIVATE VEHICLES

The Brunswick School Board expects that students will use transportation provided by the Brunswick School Department when traveling to and from school-sponsored events. The School Board recognizes, however, that employees or parents may occasionally use their private vehicles to transport students. To safeguard the School Department in matters of liability, particularly regarding the transportation of students, all employees shall strictly adhere to administrative procedures concerning the use of private vehicles.

The Brunswick School Board also recognizes the importance of supporting student volunteer activities. Many high school students are involved in activities in the community that may or may not occur during the school day. These are voluntary opportunities, and although supported by the school department, they are not mandatory for any student. Given the nature of these highly individualized activities, school transportation is not available. To safeguard the School Department in matters of liability, regarding student use of private transportation, parents or guardians of students under the age of 18 must provide written permission for their child to utilize private transportation to attend these activities.

Cross Reference: EEBB-R: Use of Private Vehicles on School
 Business Administrative Procedure

Adopted: 7/8/98
Revised: 5/8/13

FILE: EGAB

INTERNET USAGE SAFETY

The Brunswick School Board recognizes the need for appropriate controls governing student access to and use of the Internet. The Board authorizes the Administration to develop and implement regulations designed to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub.L.No. 106-554 and 47 USC 254(h)].

Adopted: 10/9/02

HARASSMENT POLICIES

STUDENT HARASSMENT POLICY

The Brunswick School Department recognizes the right of each student to learn in an atmosphere that is free from all forms of improper discrimination, including sexual harassment. Sexual harassment is defined as any unwelcome sexual advances, request for sexual favors, or other physical or verbal conduct of a sexual nature when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's educational benefits; or
2. submission to or rejection of such conduct by an individual is used as the basis for decisions on educational benefits; or
3. such conduct has the purpose or effect of substantially interfering with an individual's academic performance or creating an intimidating, hostile, or offensive educational environment.

Acts of this nature are not only a violation of this policy but also may constitute illegal discrimination under state and federal law.

Any Brunswick student having a complaint of sexual harassment is advised of the importance of informing the harasser that his/her behavior is unwelcome, offensive, in poor taste, or highly inappropriate. However, if the student is uncomfortable with confronting the harasser, the student is encouraged to speak confidentially with a faculty member. If the harassment cannot be resolved, the faculty member should advise the student of the options which are available under the Affirmative Action Policy of the Brunswick School Board including, but not necessarily limited to the following: review by the Affirmative Action Review Board, the Superintendent of Schools and the Brunswick School Board, the Maine Human Rights Commission, and/or the United States Office of Civil Rights.

No student shall be subjected to any discipline or adverse treatment because the student made a complaint of sexual harassment. All appropriate confidences shall be maintained.

EMPLOYEE HARASSMENT POLICY

The Brunswick School Department recognizes the right of each employee to work in an atmosphere that is free from all forms of improper discrimination, including sexual harassment. Sexual harassment is defined as any unwelcome sexual advances, request for sexual favors, or other physical or verbal conduct of a sexual nature when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
2. submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting that individual; or
3. such conduct has the purpose or effect of substantially interfering with an individual's professional performance or creating an intimidating, hostile, or offensive employment environment.

Acts of this nature are not only a violation of this policy but also may constitute illegal discrimination under state and federal law.

Any Brunswick School Department employee having a complaint of sexual harassment is advised of the importance of informing the harasser that his/her behavior is unwelcome, offensive, in poor taste, or highly inappropriate.

The employee is also urged to notify his/her immediate supervisor at once. If the harassment cannot be resolved, the employee should be notified of the options which are available under the Affirmative Action Policy of the Brunswick School Board including, but not necessarily limited to the following: review by the Affirmative Action Review Board, the Superintendent of Schools and the Brunswick School Board, the Maine Human Rights Commission, and/or the United States Office of Civil Rights.

No employee shall be subjected to any discipline or adverse treatment because the employee made a complaint of sexual harassment. All appropriate confidences shall be maintained.

GRIEVANCE PROCEDURE

Brunswick School Department Grievance Procedure – Title IX (Affirmative Action), Section 504 of the Vocational Rehabilitation Act of 1973, and Americans with Disabilities Act of 1990.

1. If a person feels that he or she may have a grievance, he or she may first discuss the matter with the principal or other appropriate administrators in an effort to resolve the problem informally.
2. If the aggrieved party is not satisfied with the outcome of any informal procedures that may have been followed, the complaint shall be made in writing to one of the Coordinators who shall examine the complaint and meet with the aggrieved person in an attempt to resolve said complaint.
3. If the aggrieved person is not satisfied with the resolution suggested by the Coordinator, he or she will notify the Review Board in writing and a hearing will be scheduled within ten (10) days. At this hearing, the aggrieved may be accompanied by someone to represent him or her. A decision and recommendation will be rendered within seven (7) days. The appropriate Coordinator will see that these recommendations are carried out.
4. If the aggrieved party is not satisfied with the resolution by the Review Board, the complaint may be forwarded to the Superintendent of Schools who shall submit the complaint to the School Board for its review at the next regularly scheduled meeting.
5. If further appeal of employment related complaints is desired, the Human Rights commission's legal procedures may be used. The address is:
Maine Human Rights Commission
State House Station 51, Augusta, Maine 04333-0051
Tel. 207-624-6050
6. A copy of the complaint and the resolution suggested by the Coordinator shall be provided to the Superintendent of Schools while the grievance is being processed.

Affirmative Action coordinator: James Oikle 319-1900
504 and Americans with Disabilities Act Coordinator: Barbara Gunn 319-1900

Adopted: 2002

STAFF HEALTH

I. BUS DRIVERS - PHYSICAL EXAMINATIONS

All bus drivers must, as a condition of employment, show evidence of physical fitness. A physical examination will be carried out before September 1 annually, the cost of which will be the responsibility of the School Department.

II. EMERGENCY PROCEDURES

Each employee will complete an Emergency Procedure Card outlining steps to follow in emergency situations. The card will be kept on file with his/her immediate supervisor. In the event of illness or injury which prevents the employee from communicating his needs or desires for medical assistance the card will be used for instructions.

<i>Adopted:</i>	<i>5/23/78</i>
<i>Revised:</i>	<i>12/11/90</i>
<i>Related Materials/Procedures:</i>	<i>Employee Emergency Procedure Card</i>
<i>Statutory Reference:</i>	<i>Title 20A MRSA §6551</i>
	<i>Title 29 MRSA §2013</i>

EARLY RELEASE

In special situations, with parental and administrative approval, juniors and seniors in good standing may leave early when they have study periods at the end of the school day. This privilege may be revoked, for justified reasons, at any time at the discretion of the school administration.

<i>Adopted:</i>	<i>Prior to 1974</i>
<i>Revised:</i>	<i>2/12/74</i>
<i>Revised:</i>	<i>6/7/77</i>
<i>Revised:</i>	<i>7/17/84</i>
<i>Revised:</i>	<i>5/11/11</i>
<i>Related Materials/Procedures:</i>	<i>High School Faculty Handbook</i>
	<i>High School Student Handbook</i>

REGULATIONS FOR STUDENT COMPUTER AND INTERNET USE

These regulations implement Board policy "Student Computer and Internet Use." The regulations are intended to provide general guidelines and examples of acceptable and prohibited uses but do not attempt to state all such uses. Supplemental procedures, regulations and acceptable use statements may be created for each building, site or department as deemed appropriate and necessary. Failure to comply with Board policy "Student Computer and Internet Use," these regulations and any supplemental policies or procedures may result in loss of computer and Internet access privileges, disciplinary and/or legal action.

A. Computer Use is a Privilege, Not a Right

Student use of the school department's computers, networks and Internet services is a privilege, not a right. Unacceptable use/activity may result in suspension or cancellation of privileges as well as additional disciplinary and/or legal action.

The superintendent or designee shall have final authority to decide whether a student's privileges will be denied or revoked.

B. Acceptable Use

Student access to the school department's computers, networks and Internet services is provided for educational purposes and research consistent with the school department's educational mission, curricula and instructional goals.

The same rules and expectations govern student use of computers as apply to other student conduct and communications.

Students are further expected to comply with these regulations and all specific instructions from the teacher or other supervising staff member/volunteer when accessing the school department's computers, networks and Internet services.

C. Prohibited Use

The student is responsible for his/her actions and activities involving school department computers, networks and Internet services and for his/her computer files, passwords and accounts. **Some examples of use determined to be both intentional and prohibited may be, but are not meant to be, limited to:**

1. **Accessing Inappropriate Materials** - Intentionally accessing, submitting, posting, publishing, forwarding, downloading, scanning or displaying materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal and that are inconsistent with the educational goals and academic mission of the school department.
2. **Illegal Activities** - Using the school department's computers, networks and Internet services for any illegal activity or activity that violates other Board policies, school department regulations, procedures and/or school rules.
3. **Violating Copyrights** - Violation of the federal copyright law and fair use guide and/or failure to comply with school board policy on copyright.
4. **Plagiarism** - Representing as one's own work any materials obtained on the Internet (such as term papers, articles, etc.). When information derived from the Internet is used in student work, accepted citation format is required.
5. **Copying Software** – Copying, downloading, or installing/removing software or applications without the express authorization of the system administrator or designee.
6. **Non-School-Related Uses** - Using the school department's computers, networks and Internet services for non-school-related purposes such as private financial gain, commercial, advertising or solicitation purposes, or for any other non-educational personal use.
7. **Misuse of Passwords/Unauthorized Access** - Sharing passwords, using other users' passwords without permission and/or accessing other users' accounts, systems or data.
8. **Malicious Use and Vandalism** - Any malicious use, intentional disruption or harm to the school department's computers, networks and Internet services, including but not limited to hacking activities and creation/uploading/downloading of computer viruses.

9. **Unauthorized Access to Chat Rooms/News Groups -** Accessing chat rooms or news groups without specific authorization from the supervising teacher.
10. **Communications -** Using school computers to communicate with any person(s) in an inappropriate manner. Students may use e-mail only for school-related assignments after obtaining approval from the supervising teacher.
11. **Revoked Privileges -** Using school computers, networks and Internet services after such access has been denied or revoked.
12. **Concealing Information -** Any attempt to delete, erase, or otherwise conceal any information stored on a school computer that violates these regulations.

D. No Expectation of Privacy

The school department retains control, custody and supervision of all computers, networks and Internet services owned or leased by the school department. The school department reserves the right to monitor all computer and Internet activity by students. Students have no expectations of privacy in their use of school computers, including e-mail and stored files.

E. Compensation for Losses, Costs and/or Damages

The student and/or the student's parent/guardian may be held responsible for compensating the school department for any losses, costs or damages incurred by the school department related to student violations of policy and/or these regulations, including investigation of violations.

F. School Department Assumes No Responsibility for Unauthorized Charges, Costs or Illegal Use

The school department assumes no responsibility for any unauthorized charges made by students including but not limited to credit card charges, subscriptions, long distance telephone charges, equipment and line costs, or for any illegal use of its computers such as copyright violations and/or violations of software licensing.

G. Student Security

When using school computers and/or networks, a student shall not reveal his/her full name, address or telephone number on the Internet without specific written approval from the parent or legal guardian. Students will

never use school technology to communicate with others for non-school business; for school business only under strict supervision. Students should inform their supervising teacher if they access information or

messages that are dangerous, inappropriate or make them uncomfortable in any way.

H. System Security

The security of the school department's computers, networks and Internet services is a high priority. Any student user who identifies a security problem must notify the supervising teacher, a guidance counselor, or administrator. The student shall not demonstrate the problem to others. Any student who attempts or causes a breach of system security shall have his/her privileges revoked and may be subject to additional disciplinary and/or legal action.

I. Parental Permission Required

Students and their parent/guardian are required to sign and return the Computer/Internet Access Acknowledgment Form before being allowed to use school computers.

Cross-Reference: File: IJNDB "Student Computer and Internet Use"

File: GCSA "Employee Computer and Internet Use"

File: GCSA-R "Regulations for Employee Computer and Internet Use"

File: EGAD "Copyright Compliance"

Adopted: 4/12/00

PROMOTION POLICY

Elementary Grades K-5:

At the elementary level (K-5), promotion will be subject to recommendation from individual teachers based upon student achievement in the curriculum, also utilizing student performance on State and Local Assessments to provide evidence of growth.

Brunswick Junior High School:

Specifically for those students attending Brunswick Junior High School, promotion will be subject to students achieving a passing grade for the year in at least 4 of 5 core subjects (English, Mathematics, Science, Social Studies and Health), or an IEP team determines that a student has made satisfactory progress on an Individualized Education Plan.

Brunswick High School:

For those students attending Brunswick High School, the Board accepts the criteria previously established by the High School that appropriately leads to the awarding of a Brunswick High School Diploma.

Students with Disabilities:

No student with a disability shall be excluded from promotion solely on individual performance in the curriculum. In these circumstances, promotion of students with disabilities shall be subject to IEP and/or ADA Section 504 team consideration based upon appropriately designed accommodations, goals and programming.

Adopted: 9/9/09

**NON-DISCRIMINATION OF STUDENTS
ON THE BASIS OF HANDICAP/DISABILITY**

It is the policy of the Brunswick School Department to provide a free and appropriate public education to each student with a disability within its jurisdiction, regardless of the nature or severity of the disability.

It is the intent of the Brunswick School Department to ensure that students who have a disability within the definition of Section 504 of the Federal Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. Students may be disabled under this policy even though they do not require services pursuant to the individuals with Disabilities Education Act (IDEA).

Due process rights of students with disabilities and their parents under Section 504 will be enforced.

The Director of Special Education is the compliance coordinator/monitor of Section 504 activities for the Brunswick School Department and the building principals shall be the compliance officers for each school.

Reference: 29 U.S.C. 794
20 U.S.C. 121-1
I.D.E.A.

Adopted: 4/10/96

Reviewed: 4/98

Adopted: 5/13/98

STUDENT ADMISSIONS TO/WITHDRAWALS FROM SCHOOL

I. RESIDENT STUDENTS

- A. The Brunswick Schools shall admit as students those of legal school age whose parents or guardians legally reside within the town.
- B. In keeping with a commitment to continuing comprehensive education, applicants for post graduate study may be admitted on a non-tuition basis upon recommendation of the High School Principal and the approval of the Superintendent under the following conditions.
 - 1. The applicant will show evidence from an institution of post-secondary education of a need for the credit for admission to that institution, in at least one of the requested courses or be eligible for admission to, or continuation in, one of the programs at Maine Vocational Region 10.
 - 2. The program (or its equivalent) sought by the applicant is not available in any post high school program within the local area (Bath/Brunswick/SAD #75).
 - 3. The applicant's previous educational record will indicate that the student has the ability and the prerequisite courses (or their equivalent) usually required for admission to the course.
 - 4. The applicant meets the standard residency requirements of the Brunswick School Department.
 - 5. The applicant will be placed on a space available basis.

II. NON-RESIDENT STUDENT

Non-resident students may be accepted under any one of the following conditions:

- A. Upon payment of the tuition fee allowed by state law under agreements with other school units.
- B. Upon payment of the tuition fee allowed by state law after receipt of a written request and formal approval by the School Board.

- C. With the Superintendent's prior approval in instances where a resident of the Town of Brunswick is in the process of obtaining legal guardianship. Such approval shall be contingent upon transfer of legal guardianship, and persons enrolling students under this section may be subject to tuition charges in the event that legal guardianship is not obtained.
- D. As a foreign exchange student assigned under the auspices of a recognized foreign exchange program. In such cases, no tuition shall be assessed.
- E. In accordance with state statutes relating to the assignment of students for school purposes.

III. Birth certificates must be presented by all students entering the schools for the first time.

<i>Adopted:</i>	<i>Prior to 1974</i>
<i>Revised:</i>	<i>6/7/77 (Current Practice Codified)</i>
<i>Revised:</i>	<i>10/21/80</i>
<i>Revised:</i>	<i>7/17/84</i>
<i>Revised:</i>	<i>7/16/85</i>
<i>Related Materials/Procedures:</i>	<i>Administrative Handbook: IX-A, B</i>
<i>Statutory References:</i>	<i>20-A: 5001</i>
	<i>20-A: 5201-5</i>
	<i>20-A: 6002</i>

STUDENT DRESS

The Brunswick School Board believes that appropriate grooming and dress contribute to the quality of the educational environment. To this end, students are required to wear to school or to school functions, clean and appropriate clothing that does not distract or interfere with the educational opportunity of the other students. Clothing, hair, cosmetics, scented products, jewelry or appearance that may disrupt the normal operations of the school are not acceptable.

Concern for health and safety of students and the avoidance of distractions to educational opportunities are the guiding principles for determining appropriate student dress. Any student deemed in violation of this policy will be required to take whatever immediate steps are necessary or will be sent home to correct the situation. A student, who repeatedly violates the standard of this policy after being warned, will be subject to disciplinary action.

The Brunswick School Board recognizes that legitimate self-expression is desirable provided that this expression does not disrupt the educational process or create an unhealthy or unsafe situation. Student conduct pertaining to dress and grooming that is disruptive of the educational process or endangers the health, safety or general welfare of students, faculty or staff may be deemed to be a violation of this policy even though the particular conduct in issue may not be specifically covered by these or other guidelines.

The policy regulations, FILE: JICA-R, may be waived at the discretion of the building administrator for special school occasions or events. Building administrators shall have the necessary authority to enforce the School Board Policy and subsequent regulations.

Adopted: 9/11/02

PHYSICAL RESTRAINT

Brunswick School Department employees may use physical restraint on students who present an immediate threat of physical harm to themselves or others. Restraint should not be used beyond the point necessary to prevent the student from harming him/herself or others, and should be applied in a caring manner if at all possible.

When a student cannot be safely restrained in this fashion, school officials should attempt to ensure that other students are removed from the threat of harm and that the student does not have access to items that could be dangerous.

When the student is unable to be brought under control, school officials should contact the student's parents for assistance and should contact the police if necessary to maintain a safe school environment.

This policy can be modified in the case of students with identified disabilities through a determination by the student's Individual Education Plan.

Legal Reference: *20-A MRS § 4009*

Adopted: *October 13, 2010*

BRUNSWICK SCHOOL DEPARTMENT
REVENUE AND EXPENSE REPORT FOR AUGUST 31, 2018

School Year 2018-19

Revenues	Approved 06/12/18	Adjustments	Revised Budget	Revenues through 08/31/18	Encumbrances	Remaining Bal.	% Collected
Unapprop. Fund Bal.	\$ 2,611,364.00		\$ 2,611,364.00	\$ 2,611,364.00	\$ -	\$ -	100.00%
State Subsidy	\$ 9,858,866.00		\$ 9,858,866.00	\$ 1,437,386.59	\$ 8,485,479.31	\$ 63,999.90	14.58%
Local Share	\$ 25,354,211.00		\$ 25,354,211.00	\$ 25,354,211.00	\$ -	\$ -	100.00%
Tuition	\$ 98,349.00		\$ 98,349.00	\$ -	\$ 98,349.00	\$ -	0.00%
Misc.	\$ 83,000.00		\$ 83,000.00	\$ 1,379.70	\$ 81,620.30	\$ -	1.66%
Other (Local Nutrition)	\$ 126,420.00		\$ 126,420.00	\$ 126,420.00	\$ -	\$ -	0.00%
Total Revenue	\$ 38,132,210.00	\$ -	\$ 38,132,210.00	\$ 29,530,761.29	\$ 8,665,448.61	\$ 63,999.90	77.14%
Expenses By Warrant							
Number	Approved 06/12/18	Adjustments	Revised Budget	Expended Through 08/31/18	Encumbrances	Remaining Bal.	% Expended & Encumbered
Regular Instruction	\$ 16,709,914.00		\$ 16,709,914.00	\$ 158,820.85	\$ 15,425,120.94	\$ 1,125,972.21	6.74%
Spec. Ed. Instruction	\$ 5,689,093.00		\$ 5,689,093.00	\$ 143,164.16	\$ 4,733,786.41	\$ 812,142.43	14.28%
CTE	\$ 114,412.00		\$ 114,412.00	\$ 19,068.72	\$ 95,343.28	\$ -	0.00%
Other Instruction	\$ 792,109.00		\$ 792,109.00	\$ 25,042.94	\$ 85,556.91	\$ 681,509.15	86.04%
Student & Staff Support	\$ 3,554,535.00		\$ 3,554,535.00	\$ 421,392.76	\$ 2,444,437.23	\$ 688,705.01	19.38%
System Administration	\$ 1,011,688.00		\$ 1,011,688.00	\$ 169,518.43	\$ 772,364.21	\$ 69,805.36	6.50%
School Administration	\$ 1,702,486.00		\$ 1,702,486.00	\$ 208,219.51	\$ 1,338,594.24	\$ 155,672.25	9.14%
Transportation	\$ 2,038,951.00		\$ 2,038,951.00	\$ 289,890.16	\$ 1,504,986.55	\$ 244,074.29	11.57%
Operation & Maintenance	\$ 4,800,012.00		\$ 4,800,012.00	\$ 699,591.84	\$ 2,245,405.46	\$ 1,855,014.70	38.65%
Debt Service	\$ 1,476,528.00		\$ 1,476,528.00	\$ -	\$ 1,476,528.00	\$ -	0.00%
All Other	\$ 126,420.00		\$ 126,420.00	\$ -	\$ 126,420.00	\$ -	0.00%
Adult Education	\$ 116,062.00		\$ 116,062.00	\$ -	\$ 116,062.00	\$ -	0.00%
Total Budget	\$ 38,132,210.00	\$ -	\$ 38,132,210.00	\$ 2,134,709.37	\$ 30,364,605.23	\$ 5,632,895.40	14.77%
							85.23%

Statement of Commitment to Employee Health and Well-Being

The Brunswick School Department is committed to the well-being of all employees. It is recognized that healthy life styles and safety in the work place are significant factors in employee well-being. The school department shall demonstrate its commitment by encouraging employees to adopt healthy living styles by making available voluntary programs offered by the health insurance provider and others. The school department will also actively partner with the workers' compensation insurance carrier and incorporate the loss control program recommendations into the school department facilities maintenance plan and the employee training plans. While it is recognized that time and monetary resources are limited, employee safety will receive consideration in the school department budget and employee training opportunity.