

Auburn School Committee  
**Regular Meeting Agenda**  
July 10, 2019 7:00 PM

**6:00 PM - WORKSHOP (Fundraising for New ELHS)**

**I. Call to Order /Pledge of Allegiance**

- A. Introductions
- B. Communication

**II. Consent Agenda**

- A. Approval of Agenda
- B. Approval of Minutes for June 19, 2019 and June 26, 2019
- C. Certificated Nominations

The Superintendent recommends the following certificated contracts pending appropriate certification and/or license:

- a. Morey Hallett, Teacher Interventionist - AMS
- b. Thomas Murphy, Teacher Social Studies & English - Franklin/Merrill Hill
- c. Marissa Hutchins, Classroom Teacher - Walton
- d. Mary (Katie) Byrne, English Teacher - ELHS

\_\_\_\_\_ Moved to approve the Consent Agenda.

\_\_\_\_\_ Seconded

\_\_\_\_\_ Motion passed/defeated \_\_\_\_\_ to \_\_\_\_\_ approve the Consent Agenda.

**III. Public Participation**

The School Committee asks the Public to remember our System-Wide Code of Conduct and the six core values of Respect, Honesty, Courage, Compassion, Fairness, and Responsibility while directly addressing the group. Our policy JIC states that we expect people to 'Treat others as you would like to be treated, Use language that is appropriate and kind, and be truthful and forthright in speech and actions.' Per our policy, BEDH - Public Participation at School Committee Meetings: Citizens may comment on any general topics related to the school system during this portion of the agenda. Comments related to specific agenda items may be held until the appropriate time. Please be succinct and speak once for less than three minutes. Other limitations may be necessary. The School Committee may respond to your concerns at a later date by answering through the administration or by placing the item on a future agenda. It is requested that comments related to specific personnel be channeled privately to the appropriate administrator.

**IV. Student Information**

**V. Student Report**

- A. Planning and Development

- 1. Athletic and Co-curricular Handbook - Update

Michelle McClellan, Assistant Superintendent, will update the members on the revised Athletic and Co-curricular Handbook.

- B. Business

- 1. Policies - First Reading

Michelle McClellan, Assistant Superintendent, will present the following policies for first reading:

- ADC - Substance Free Schools
- IHBEA - Program for Limited English Proficient Students

\_\_\_\_\_ Moved to approve the first reading of the above listed policies as presented.

\_\_\_\_\_ Seconded

\_\_\_\_\_ Motion passed/defeated \_\_\_\_\_ to \_\_\_\_\_ approve the first reading of the above listed policies as presented.

## 2. Procedures - Endorsement

Michelle McClellan, Assistant Superintendent, will present the following procedures for endorsement:

- ADC-R Substance Free Schools Procedure
- IHBEA-R LAU Plan Components and Recommended Procedures

\_\_\_\_\_ Moved to endorse the above listed procedures as presented.

\_\_\_\_\_ Seconded

\_\_\_\_\_ Motion passed/defeated \_\_\_\_\_ to \_\_\_\_\_ endorse the above listed procedures as presented.

## VI. Information / Committee Reports

STANDING COMMITTEES	
Finance Subcommittee - B. Hayes/F. Fontaine	Policy Subcommittee - T.Kendall/B. Mennealy

SUBCOMMITTEES	
City Council Update - A. Fournier	Wellness Subcommittee - F. Fontaine
Communications Subcommittee - TBD	Audit Subcommittee - B. Hayes, F. Fontaine
Curriculum Subcommittee - P. Gautier	Transportation - Appeals-D. Poisson
Community Learning Center - P. Gautier	SHARECenter - P. Gautier
New ELHS Building Committee - T. Kendall	Negotiations - T. Kendall, B. Hayes

## VII. Upcoming Meetings - At Auburn Hall Council Chambers unless otherwise noted

- July 24th: Regular meeting for hiring purposes - 6:00 PM
- August 7th: Regular meeting for hiring purposes - 6:00 PM

First Regular School Committee Meetings for 2019-2020

- August 21st: Regular meeting at 7:00 PM
- September 4th: Regular meeting at 7:00 PM

## VIII. Executive Session

If the School Committee makes a motion to enter executive session, the precise nature of business to be considered will be indicated in the motion. The items, which may be discussed, by law, may include one or more of the following:

1. To discuss personnel.
2. To discuss or consider the suspension or expulsion of a student.
3. To discuss or consider the condition, acquisition, or the use of real or personal property only if premature disclosure would prejudice the competitive or bargaining of the body or agency.
4. To discuss labor contracts, proposals and/or meetings related to negotiations.
5. To consult with the School Committee's attorney concerning legal rights, pending litigation, and settlement offers, when premature public knowledge would give the School Committee substantial disadvantage.
6. To discuss records made, maintained, or received by the School Committee or department, of access is prohibited by statute.

## IX. Adjournment

\_\_\_\_\_ Moved to adjourn at \_\_\_\_\_ P.M.

\_\_\_\_\_ Seconded

\_\_\_\_\_ Motion passed/defeated \_\_\_\_\_ to \_\_\_\_\_ adjourn at \_\_\_\_\_ P.M.

**REPORT OF REGULAR SESSION MEETING OF THE AUBURN SCHOOL COMMITTEE**

Auburn Hall

June 19, 2019

Members Present:      Mr. Brian Belknap                      Ms. Bonnie Hayes  
                                 Ms. Faith Fontaine                      Mr. Tom Kendall  
                                 Ms. Alfreda Fournier                      Mr. Robert Mennealy  
                                 Ms. Patricia Gautier                      Mr. Daniel Poisson

Others Present: Katherine Grondin, Superintendent; Michelle McClellan, Assistant Superintendent, Adam Hanson, Business Manager.

**I.      CALL TO ORDER/PLEDGE OF ALLEGIANCE**

A. Introductions

Ms. Hayes called the meeting to order at 7:00 PM. She led the pledge of allegiance and members introduced themselves noting the ward they represent. She noted that Mr. Kendall would be arriving late for this meeting.

B. Communications

Ms. Fournier stated that the parade was fun and thanked the School Committee for their participation.

Ms. Hayes reported that there is an Alumni weekend coming up. She also expressed appreciation to everyone who worked so hard to get the new ELHS vote passed.

**II.     CONSENT AGENDA**

A. Approval of Agenda

B. Approval of Minutes for June 5, 2019

C. Certificated Contract Nomination

The Superintendent recommends the following certificated contract nomination pending appropriate certification and/or license:

1. Amy Peterson, Guidance Counselor - ELHS
2. Travis McCutcheon, Classroom Teacher - Park Avenue
3. Jonathan Delorme, Social Studies Teacher - ELHS
4. Michael (Todd) Chretien, Spanish Teacher - ELHS
5. McCutcheon, Travis, Teacher - Park Avenue
6. Reyes-Peraza, Carla, Teacher - Park Avenue

D. Administrative Contract Nomination

The Superintendent recommends the following certificated contract nomination pending appropriate certification and/or license:

1. Shawn Magaw - AMS Assistant Principal

It was moved by Ms. Fournier, seconded by Mr. Mennealy and voted unanimously to approve the Consent Agenda for tonight's meeting including the addendum.

**III.    PUBLIC PARTICIPATION**

**IV.    STUDENT INFORMATION ITEMS**

Members recognized Student Representatives, Olivia Roth and Kiara Fournier, who have been serving on the School Committee for two years.

The students expressed appreciation, noting that it has been fun.

**V.      SUPERINTENDENT'S REPORT**

A. Planning and Development

## 1. End Of Year Performance Summary

Sue Dorris and the administrative team presented an end of the year performance summary. She noted that she would include Universal Screening Results, Other Data Points, Bright Spots, and Next Steps.

Ms. Grondin reported that this would show a big picture, noting how we are doing as a district.

Ms. Dorris shared the universal screening results noting that 61% of our students in K-8 have reached reading proficiency. She explained that our district goal was 65% and we are very close, noting that we choose the goal. She also reported that in the primary grades we start at very high percentages and the percentages go down as the grade level goes up. She explained that the assessments measured are STAR and Early Childhood Literacy. She noted that the kindergarten jumpstart program gives our students a headstart. She explained that the mobility tends to be a factor beginning in grade 2. She reported that the K-8 reading adequate yearly growth was 67% and our goal was 70%. She explained that only the students involved in the spring and fall screening are included.

Ms. Dorris shared that the K-8 Math proficiency was 67% and our goal was 70%. She explained that we see similar results over the grades with math as we did for reading, noting that the mobility rates impact math scores as well. She reported that we are at 64% in Math and our goal is 70%, so we are close.

Ms. Dorris shared other data points noting that it is important to look at the subgroups, which show us bright spots and gaps. She noted that the subgroups are free and reduced lunch, attendance, and what happens when we combine subgroups, noting that when students are chronically absent and qualify for free and reduced lunch show a much lower percentage.

Mr. Kendall noted that mobility is a big factor and when students are not in attendance, it skews the data. He noted that we are doing very well with those students who are there.

Ms. Grondin reported that this information is being worked on now and will be given to School Committee members very soon. She noted that we try to mitigate mobility whenever we can.

Ms. Dorris reported that we are doing our best to provide intervention services to those students who fall into these gap categories.

Ms. McClellan reported that the City has a program to assist families who have instability in housing and that is another resource we have used.

Ms. Dorris shared information about the Pre-K program noting that the Department of Education did a site visit in the spring of 2019 and we met compliance in all areas and received many positive comments. She expressed appreciation to Chrissy Lenahan, Pre K Director, and the Pre K staff.

Ms. Dorris provided information regarding Positive Behavior Interventions and Supports both district wide and school wide.

Mr. Andrew Bard, Washburn Principal, shared how the data works using the School Wide Information System (SWIS) and the Check-in-Check out System works, noting that many students have had some great successes.

Ms. Fournier reported that she has been in the schools and has seen how well these programs work. She noted that it is a lot of work on the part of the staff, but well worth the effort.

Mr. Griffin reported on the New England League of Middle School Study Highlights. He reported that AMS went through a very comprehensive school-wide assessment noting that AMS has a dedicated teaching staff all working toward the same goal of student success. He noted that the New England League of Middle School will be putting together a report that will guide AMS next year. He shared some of the preliminary results of the study and some of the recommendations.

He noted that this is a unique and powerful opportunity.

Ms. Fournier reported that this is a difficult age group, but Mr. Griffin truly understands the needs and expressed her appreciation to Mr. Griffin for the fabulous job he is doing.

Mr. Scott Annear, ELHS Principal, shared the Auburn Graduation rates for last year and this year. He shared that in 2018 77.87% of the students graduated in 4 years and in 2019 78.71% of students graduated in 4 years. He shared information regarding the other students and noted how these numbers impact what ELHS does to increase these graduation numbers. He noted that we are tracking data from the students' freshman year through graduation, looking at where we are in comparison to other schools in Maine who are within similar demographics.

Ms. Grondin shared that our Adult Ed program does a marvelous job, noting that when you hear the stories you begin to understand why they did not graduate in the traditional 4 year timeframe. She noted that there are a lot of situations that play into this and we are very proud that they have overcome and still graduated.

Mr. Annear shared that he went to the middle school and shared ideas about what they needed to graduate and how the habits they are developing now are impact their success in the high school. He noted that there has been a lot of anecdotal information, but not a lot of data for the middle school and high school to make comparisons since they are both individual entities. He noted that the new building will allow us to support small community and student engagement opportunities.

Mr. Annear shared information regarding AP exams and college acceptance, noting that this year 88 students took 121 exams and there were 124 college acceptances. He noted that increased course options have helped to increase these numbers significantly and through Title IV funding the students were supported financially to take these exams when they have financial hardships.

Ms. Grondin reported that she shared this information because ELHS was rated as 1 on the Great Schools website, but explained that if we want to compete in the Great Schools programs, there are some things we need to do. She noted that we are encouraging students to take these exams and helping out financially, if they do want to take the test. She also explained that the high schools listed in Great Schools are rated using different data; however, we do want our scores to be higher and are working on that.

Mr. Annear also reported that we are at the 5 year progress report for NEASC and shared several positive comments regarding strengths highlighted during this progress report. He also shared highlights of the recommendations for the March 1, 2020 special report.

Ms McClellan shared information regarding the Performance Evaluation/Professional Growth (PEPG). She outlined how the PEPG works and explained that every teacher is providing and receiving feedback which they feel is relevant. She shared that the planning periods and workshop days are seen as very valuable. Ms. McClellan shared some areas of strengths and focus areas.

Ms. Dorris shared what we are doing as a district, noting that we have a Parent Advisory Group, the PEPG Steering Committee, Curriculum Instruction Assessment (CIA) Committee, and Summer Curriculum Work.

Ms. Mogul shared information about the CIA, noting that they help with identifying priorities for the curriculum, needs within the district, and providing feedback and input on curriculum work.

Ms. Dorris shared information about what is being done at the elementary level to assist staff in meeting the needs of all of our students. She explained that we have 5 elementary schools that are Title I schools and they all have a set of goals and plans that are revised annually. She noted that we have the Lucy Calkins Reading and Writing programs are pilot programs at our elementary schools.

Mr Griffin shared the next steps happening at the middle school, noting that the Community Learning Center is a vital part of the academic support and positive family/school relationships, as

well as some cool enrichment opportunities for AMS. He shared several other next steps for AMS that are being implemented even during the summer months and during the evenings to ensure better connections with parents and more student enrichment opportunities.

Mr. Annear shared some of the current things the high school is doing and some of the upcoming plans for the high school. He noted that currently there are opportunities for students to recoup credits, a shift in the eligibility for co-curricular activities, a shift to tracking students from grade 9, the result of increased 504 and special ed referrals, opportunities for students to access learning opportunities during February and April vacation, and summer learning options. He shared that upcoming ideas include JMG course for 9-12 at risk, school exploration on block schedule change, more summer learning offerings, support at the building level, and a cultural club to strengthen the mentor program and building relations.

Staff responded to questions and comments from School Committee members, providing further explanations.

## B. Business

### 1. Finance Report - May 2019

Ms. Hayes presented the Finance Report for May 2019. She noted that the Finance Committee met for almost 2 hours. She noted when you see cranes at AMS you should know that two compressors are being replaced at no charge for the units (only the cost of labor to install). She also reported that we are looking forward to Park Avenue construction beginning on Monday and this came in under budget. She explained that we are working on our CIP projects and there are 7 projects starting. She shared the balances that we have on our hot lunch program, noting that Fairview and East Auburn are atrocious and we are at a loss for what to do. She stated that we have decided to go to a collection service now, noting that we will lose 30 percent, but will recoup 70%. She reported that if parents qualify for free and reduced lunch, please complete the application. She also stated that we do not allow students to go hungry even if they do owe a balance. She reviewed work being done at Walton, Fairview, Park Avenue, and Washburn schools. She noted that there will be further details regarding the balanced budget.

Mr. Hanson reported that he projects that we will come in under budget; however, may need to do a transfer for Special Education. He explained that we will bring those transfers to you for approval. He noted that we want to work with the families who owe lunch balances, but we need to have them contact us to fill out their applications for free and reduced or to make a payment plan.

It was moved by Mr. Mennealy, seconded by Ms. Fournier and voted unanimously to approve the Finance Report for May 2019 as presented.

## VI. INFORMATION/SUB COMMITTEE REPORTS

STANDING COMMITTEES	
Finance Subcommittee-B. Hayes, F. Fontaine	Policy Subcommittee-T. Kendall, B. Mennealy

SUBCOMMITTEES	
City Council Update-A. Fournier	Wellness Subcommittee-F. Fontaine
Communications Subcommittee-TBD	Audit Subcommittee-B. Hayes, F. Fontaine
Curriculum Subcommittee-P. Gautier	Transportation Appeals-D. Poisson
Community Learning Center-P. Gautier	SHARECenter-P. Gautier

Ms. Hayes reported that the Auditing Committee met and discussed concerns.

Ms. Gauthier shared that CLC got their grant, have to work on numbers that are referred, noting that she would like to see more students involved. She also shared that SHARECenter participated in the Clean Sweep at Bates and do a tremendous amount of work on that.

Ms. Hayes shared that the building committee met to discuss their next phase, fundraising. She noted that you will hear more at a workshop on July 10th. She explained that the Superintendent will meet with all of the groups who will potentially donate large amounts to ensure that the message is consistent.

## **VII. UPCOMING MEETINGS**

### Summer Meetings

- July 10: 6:00 workshop ELHS Fundraising Plan, 7:00 regular meeting Hiring and Athletic/Co-curriculum Handbook Update
- July 24: 6:00 regular meeting for hiring purposes
- August 7: 6:00 regular meeting for hiring purposes

### First Regular School Committee Meeting for 2019-2020

- August 21: 7:00 regular meeting
- September 4: 7:00 regular meeting

## **VIII. FUTURE AGENDA ITEMS/REQUESTS FOR INFORMATION**

### **IX. EXECUTIVE SESSION**

- 1. For the purpose of discussing potential property acquisition pursuant to MRSA § 405 (6)(C)**
- 2. For the purpose of discussing Teacher Contract negotiations pursuant to MRSA § 405(6)(D)**

It was moved by Ms. Fournier seconded by Ms. Gautier and voted unanimously to adjourn from regular session at 9:10 PM.

### **X. ADJOURNMENT**

It was moved by Ms. Gautier seconded by Mr. Belknap and voted unanimously to adjourn from regular session at 9:50 PM.

Attest, a true record,



Katherine Grondin, Secretary  
Superintendent of Schools

KG/rmw

AUBURN SCHOOL DEPARTMENT  
AUBURN, MAINE

Auburn Hall

June 26, 2019

Members Present: Ms. Bonnie Hayes Ms. Faith Fontaine  
Mr. Thomas Kendall Mr. Brian Belknap

Others Present: Katherine Grondin, Superintendent; Adam Hanson, Business Manager.

**I. CALL TO ORDER/PLEDGE OF ALLEGIANCE**

A. Introductions

Mr. Kendall called the meeting to order at 6:04 PM. He led the pledge of allegiance and members introduced themselves noting the ward they represent.

B. Communications

Ms. Hayes congratulated Ms. Grondin for her recent Leadership Award presented at the Commissioner's Conference.

Ms. Fontaine shared a story about her daughter's feelings toward the new ELHS, noting that she feels it is time for a new facility.

**II. SUPERINTENDENT'S REPORT**

A. Business

a. Ratify Teacher Contract

The Superintendent presented the Collective Bargaining Agreement between the Auburn School Committee and the Auburn Education Association for the Fiscal Year 2019-2022.

It was moved by Ms. Fontaine, seconded by Mr. Belknap and voted unanimously to approve the Collective Bargaining Agreement between the Auburn School Committee and the Auburn Education Association for 2019-2022 as presented.

**III. ADJOURNMENT**

It was moved by Mr. Belknap seconded by Ms. Fournier and voted unanimously to adjourn from regular session at 6:08 PM.

Attest, a true record,



Katherine Grondin, Secretary  
Superintendent of Schools

KG/rmw



## Substance Free Schools

The Auburn School Committee is committed to providing a safe and healthy environment for learning and working — one that is free of the detrimental effects of tobacco, drugs and alcohol. It is the intent of the School Committee that the Auburn schools and all school property be illicit substance-free at all times.

The School Committee recognizes the importance of encouraging behavior consistent with good health and acknowledges the significance of staff, parents and other adults as role models for students. The School Committee will support efforts to discourage the use of tobacco, drugs and alcohol by staff as well as to educate students about the potential harmful effects of these substances.

When tobacco or smokeless tobacco is referenced in this policy, it applies to the smoking or use of all tobacco products, including but not limited to, cigarettes, cigars, spit and smokeless tobacco, chew, snuff, snus, electronic cigarettes, vaporizers, vape products and other electronic nicotine delivery systems. The sale, distribution, dispensing or promotion of tobacco products and paraphernalia is prohibited on school department property and at all school department functions. Possession of any tobacco products is prohibited by students on school department property, in school department vehicles and at district/school-sponsored functions.

To achieve its goal of creating and maintaining substance-free schools, the School Committee will adopt policies and adopt or approve procedures consistent with State and Federal laws and regulations and with the School Committee's intent that:

- A. Prohibit the use, possession, sale and/or distribution of tobacco and tobacco products, including smoked/smokeless products, drugs, alcohol and associated paraphernalia by any individual in schools, school department facilities and vehicles, on school grounds and off-grounds during district/school-sponsored activities and functions;
- B. Establish disciplinary consequences associated with the use and possession of tobacco and tobacco smoked/smokeless products, drugs and alcohol;
- C. Support the school system in educating students concerning the potential harmful effects of illicit substance use;
- D. Encourage students and staff who recognize they have an illicit substance use or abuse problem to obtain assistance; and
- E. Promote and support an illicit substance-free lifestyle for students and staff.

This policy will be communicated through a variety of means to educate students, school staff, parents and visitors. Tobacco-free signs will be posted in highly visible areas at facility entrances and throughout the school property, including athletic facilities. The policy will be included on the school website, in student handbooks and staff trainings.

The School Committee will monitor policies and administrative procedures to assess the school system's success in maintaining substance-free schools.

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Legal Reference: 20 USC §6081-6084 (Pro-Children Act of 1994)  
22 MRSA §1578-B (Tobacco Use in Elementary & Secondary Schools Prohibited) (An Act to Protect Children's Health on School Grounds)  
22 MRSA §1551-1559 (Retail Tobacco Sales)  
21 USC § 812 (Controlled Substances Act)  
21 CRF Part 1300.11-15  
ME PL 470 470 (An Act to Reduce Tobacco Use by Minors)

Auburn School Department

	Pub. L. No. 101-226 (Drug-Free Schools and Communities Act Amendments of 1989)
	ME Title 22 §1580-A (Smoking in Places of Employment)
	Workplace Smoking Act of 1985
Cross Reference	GBEC – Drug-Free Workplace
	JICH – Student Assistance Policy for Alcohol, Tobacco, and Other Drugs
	JICH-R1 – Student Assistance Procedures for Alcohol, Tobacco, and Other Drugs, Grades 7-12
	JICH-R2 - Student Assistance Procedures for Alcohol, Tobacco, and Other Drugs, For Athletes Grades 7-12
	JICH-R3 - Student Assistance Procedures for Alcohol, Tobacco, and Other Drugs, For Students in Co-Curricular Activities Grades 7-12
	JICH-R4 - Student Assistance Procedures for Alcohol, Tobacco, and Other Drugs, Grades K-6
	JL – Student Wellness
	KF – Community Use of School Facilities
	KHB – Advertising in the Schools
Adopted:	December 21, 1994
Revised:	April 26, 2000, December 4, 2002, May 5, 2004, October 1, 2008

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**Program for English Learners and English Language Learner (ELL) Services**

The Auburn School Department shall provide appropriate programs for English learners to assure equal educational opportunity. The program will assist students in attaining English proficiency and meeting state and local academic achievement standards in compliance with applicable federal and state requirements. The School Department shall also provide opportunities for parent involvement in their children's education as required by federal law.

The Superintendent is responsible for developing and implementing the school unit's Lau Plan to meet the needs of English learners and any necessary administrative procedures, including procedures for identification, assessment, programming and monitoring. A Language Assessment Committee shall be appointed to assist in the coordination, oversight and periodic review of the program. The Superintendent may delegate specific responsibilities to building administrators or others as he/she deems appropriate.

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Legal Reference:	Title VI of the 1964 Civil Rights Act 20 U.S.C. §§ 6312; 6801 et seq. 20-A M.R.S.A. §4701 Maine Department of Education Rules Chap. 127.03
Reference:	Lau Plan
Adopted:	May 17, 1995
Revised:	October 5, 2005
Reviewed:	November 4, 2009 (No changes)

## Substance Free Schools—Procedures

To support and model healthy lifestyles and to create an environment free from tobacco smoke and illicit substances, Auburn School Committee has developed the following procedures to consistently implement and enforce the Auburn School Department Policy ADC – Substance Free Schools. This procedure applies to all individuals on school premises at all times (24 hours per day, 365 days a year) including students, staff, parents and visitors. This includes all activities and functions taking place on school grounds that are not associated with or sponsored by the school.

When tobacco or smokeless tobacco is referenced in this procedure, it applies to the smoking or use of all tobacco products, including but not limited to, cigarettes, cigars, spit and smokeless tobacco, chew, snuff, snus, electronic cigarettes, vaporizers, vape products and other electronic nicotine delivery systems.

### I. Prohibited Conduct

#### A. Students

Student use, possession, sale, dispensing, distribution or promotion of tobacco products, drugs, alcohol and associated paraphernalia is prohibited in school, on school department property, including school department vehicles, during off-grounds during district/school-sponsored events, and all other school functions.

#### B. Employees and All Other Persons

Employees and all other persons are prohibited from using tobacco products, drugs and alcohol in school, on school department property, including school department vehicles, during off-grounds district/school-sponsored events, and all other school department functions, and from selling, distributing or dispensing tobacco products to students.

### II. Enforcement

In order to enforce the policy, the following guidelines shall be used by the principal of a school when prohibited conduct occurs. The Principal shall report any violations of this policy and procedure, as promptly as practicable, to the Superintendent.

#### A. Student Violations

The Superintendent shall develop age-appropriate disciplinary guidelines for students who are in violation of this policy/administrative procedures. The Superintendent/designee reserves the right to refer students to a law enforcement agency, on a case-by-case basis, as deemed necessary. However, the Superintendent/designee shall refer to a law enforcement agency any student reasonably suspected of selling, dispensing, distributing tobacco products, drugs or alcohol.

**Students:** See JICH-R1 for Student Assistance Procedures for Alcohol, Tobacco, and Other Drugs.

**Staff:** See GBEC for Drug-Free Workplace (Any violation of these policies and procedures by staff shall be referred to the supervisor.)

#### A. Staff Violations

All staff may not use tobacco products, drugs or alcohol on school department property at any time. Any employee violating these policies and procedures will be subject to

appropriate disciplinary measures determined by the Superintendent or designee in accordance with policies and collective bargaining agreements.

B. Other Adults/Visitors in Violation

All adults, including parents, guardians, vendors, service providers and other guests, must comply with policies and procedures. Persons found to be using tobacco products, drugs or alcohol will be asked by the school department official to refrain from use while on school department property or vehicle. They will be informed of this policy and procedure. Persons who do not comply will be asked to leave the property. Law enforcement may be involved if violation continues. In addition, all persons suspected of selling, distributing or in any way dispensing tobacco products, drugs or alcohol products to students shall be referred to a law enforcement agency.

III. Notices

This policy will be communicated through a variety of efforts to educate students, school staff, parents and visitors. The School Committee policy ADC and corresponding disciplinary actions for infractions of these policies and procedures shall be included in student handbooks, employee training, and the Auburn School Department and school websites. Parents/guardians shall also be provided notification in writing of the School Committee policy and administrative procedures annually to support compliance.

Tobacco-free signs will be posted in highly visible areas at facility entrances and throughout school property, including athletic facilities. The Auburn School Department will make information on smoking cessation resources available to staff and students upon request.

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Legal References:	20 USC §6081-6084 (Pro-Children Act of 1994) 22 MRSA §§ 1542, 1578(B), 1580(A)(3) ME PL 470 (An Act to Reduce Tobacco Use by Minors)
Cross-References:	AUB-JIHC-R1 Student Assistance Procedures for Alcohol, Tobacco, and Other Drugs GBEC Drug-Free Workplace
Endorsed:	December 21, 1994
Revised:	April 5, 2000, September 1, 2010

## Lau Plan Components and Recommended Procedures

### I. Legal Foundation

It is the policy of the Auburn School Department to provide equitable access for English learners. According to the Equal Education Opportunities Act (1974), this district must make an effort to do whatever is educationally appropriate to address the English and educational needs of the limited English proficient student so that he/she can compete with his/her same age English background peers. Qualifying students will be identified and placed in programs and services in accordance with statutory guidelines. The Auburn School Department will strive to provide a linguistically and culturally rich learning and teaching environment. It is the policy of the Auburn School Department to comply with all federal and state laws prohibiting discrimination against students on the basis of all civil rights categories.

### II. Philosophical Foundation

Even if federal legislation did not require special consideration of the needs of the English Learner students, it is consistent with the goals of Auburn to personalize each child's education so that educational efforts can be successful and responsive to the child's needs, abilities, and interests. This school district has a history of evaluating needs and providing educational opportunities that enable all students to become lifelong learners.

### III. Terms

- A. English Learner: a student who comes from a non-English language background who are not yet proficient in English. These students have a primary language other than English and are unable to participate effectively in school when English is the language of instruction.
- B. FEP - Fluent (Fully) English Proficient: Students are capable of functioning in an English-only educational environment in the areas of comprehension, speaking, reading and writing skills.
- C. ELP - English Learner Plan: A plan developed for an individual student defining the special language services needed to make a transition from Non-English Proficient (NEP) status to Limited English Proficiency (LEP) status to Fluent English Proficiency (FEP) status.
- D. LAC - Language Assessment Committee: Committee with responsibilities, which include identifying and generally meeting the needs of Non-English Proficient (NEP) and Limited English Proficiency (LEP) students.
- E. Lau Plan - Informal reference to Civil Rights Act requiring school districts to provide special assistance to English learners who are unable to fully benefit from an education conducted primarily in English.
- F. ACCESS - Annual state mandated test of English Language Proficiency.

### IV. Language Assessment Committee (LAC)

The Language Assessment Committee will be composed of a building administrator or designee, classroom teacher, ELL teacher and a parent or guardian, if possible. Appropriate support staff, such as a guidance counselor, will be included when they are involved in a student's program. The LAC meetings will be scheduled and conducted by the teacher.

The LAC responsibilities will include the following:

1. Review the state Language Use Surveys to identify potential English learners.

2. Review administered English language proficiency screeners (WIDA Screener Online, K W-APT, K MODEL, or preLAS) to identify potential English learners.
3. Make recommendations from multi-criteria evaluations about the student's placement, programming, amount of services, time of delivery of services, and types of programs.
4. Meet at least annually to develop or revise ELP.
5. Monitor student's progress on an on-going basis.
6. Determine when the English learner student meets the exit or reclassification standards through ACCESS testing.
7. Notify parent or guardian of all decisions (in a language they comprehend) and their right to appeal their child's participation in ELL services.
8. Monitor students for two years after exiting from FEP status.

## V. Screening

All newly enrolled students (including transfers) will be initially screened for subsequent assessment through the Maine DOE Language Use Survey during the enrollment process.

If a student has been previously identified by another Maine school district as an English learner screening is not required, although English proficiency assessment is required annually in all communicative skills domains.

## VI. English Language Learner (ELL) Services

1. Instruction will be provided during regular school hours. Additional time may be provided as appropriate with the parent's consent.
2. While Grade placement will ultimately be based on age, academic performance, social and emotional needs, it is intended to place students in grades with their same-aged peers. Students should not be placed in a grade more than one year behind same-aged peers based solely on language acquisition.
3. ELL staff, classroom teachers and other appropriate school personnel will coordinate efforts on behalf of English learner students.
4. ELL staff will extend instruction into the classroom, providing support for the English learner student and sharing the cultural diversity. Content teachers in collaboration with ELL teachers using sheltered instruction will support English learner students in their achievement of the Learning Results.
5. Appropriate and comparable space, instructional time and materials will be provided for English learner students.
6. Home/school coordination will be conducted as part of an outreach effort to parents of English learner students
7. English learner students must participate in the annual ACCESS testing that measures ELP in Listening, Reading, Speaking, and Writing.

## VII. ELL Staff Requirements and Responsibilities

1. All ELL teachers will hold State of Maine certification with an English as a Second Language (ESL) endorsement. ELL tutors and educational technicians will provide instruction under the supervision of the ELL teacher and the assigned classroom teachers.

2. Language Use Survey and screener will be used to determine eligibility.
3. Communicate at least quarterly or each trimester with parents regarding progress of students in a language they understand.
4. Recommend ongoing modifications of revisions to the Lau Plan.
5. Recommend reclassification or exiting of student based on the ACCESS scores.
6. Provide cultural and language information to students, teachers, and classmates.
7. Ensure that high school students receive appropriate career and/or educational information and that all post graduate opportunities are made equitably accessible to them.
8. Monitor currently enrolled students who have exited the ELL program for a period of two years.

#### VIII. Identification of English Learners

The process for identifying English learner students should be completed within 30 days following the opening of school or two weeks upon registration of a new student. Input from sources listed below will be utilized.

1. Language Use Surveys provided at the time of school registration.
2. School record (cumulative folder) review.
3. Grade Level Screener administered to all students who are bilingual or multilingual as indicated on the Language Use Survey.
  - a. PreK – Pre-LAS
  - b. Kindergarten – Kindergarten W-APT or Kindergarten MODEL
  - c. 1<sup>st</sup> – 12<sup>th</sup> grades – WIDA Screener Online

#### IX. Assessment of English Language Proficiency and Academic Skills

English Learner students will be assessed annually for their level of English language proficiency using the following information sources:

Annual ACCESS Testing  
District Assessments  
Teacher Assessments (informal observations, report cards, anecdotal notes)

#### X. Record-Keeping for Identified English learner students

ELL staff will be responsible for ensuring that English learner student records are maintained and updated in a timely manner. The responsibility for updating the files (student language assessment, English Learner educational plans, reviews, and reclassification information) will be assigned to the ELL staff.

#### XI. Reclassification, Transfer and Exit

Exit decisions of students from the ELL program will be based on ACCESS/Alternate ACCESS scores, as well as performance in all academic areas. Exiting from ELL programming will occur when the student is able to competently perform in a regular (mainstream) setting without support from ELL staff and obtains a composite proficiency level of Level 4.5 on the ACCESS testing.

Students who score a Level 4.5 in English language proficiency will be reclassified as Fluent English Proficient (FEP) and monitored for a two-year period. Notification regarding reclassification will be given in a language that the parents or guardians can understand.



## XII. Parent Notification and Option to Withdraw Approval

Parents will be notified annually of their child's status in ELL services in a language they can understand. They will also be made aware of their option to withdraw from the program. A parent's right to refuse ELL services does not nullify the school's obligation to provide such services if needed. ACCESS testing is still required for all identified English Learners regardless of parental opt out from services.

In the event that a parent/guardian refuses ELL services for their child, a signed letter of refusal will be placed in the student's file. The parent may withdraw refusal of services at any time.

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Legal Reference: Maine Department of Education Rules Chap. 127.03

Reference: Lau Plan

Endorsed: May 17, 1995

Revised: October 5, 2005, October 21, 2009