WESTBROOK SCHOOL DEPARTMENT

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Policy Committee Meeting

Wednesday, October 28, 2026 at 5:00 PM
Central Office (117 Stroudwater Street)

AGENDA

1. Committee and Responsibilities (reference Policy BDE and Policy BDEB)
2. New Policy - MSMA Sample KLGC Relations with Law Enforcement Personnel: Limitations on Authority to Consent for Entry or to Review Records in Schools
3. Policy BEDH - Public Participation at School Committee Meetings
4. New Policy - MSMA Sample JICB - Care of School Property by Students
5. Policy KLGA Relations with School Resource Officers and Law Enforcement Authorities and Policy KLGA-R School Resource Officers / law Enforcement Administrative Procedure
6. Proposed Technology Policies Sub-Committee

MEMO

Date October 28, 2026
To Policy Committee Members
From Dr. Peter Lancia, Superintendent of Schools
Re Notes for the Meeting

These policies are on the October 28, 2026 agenda for review.

1. **NEW POLICY - KLGC: RELATIONS WITH LAW ENFORCEMENT PERSONNEL: LIMITATIONS ON AUTHORITY TO CONSENT FOR ENTRY OR TO REVIEW RECORDS IN SCHOOLS.**

   From MSMA**:** *On April 23, 2026, Governor Mills signed into law L.D. 2106, An Act to Limit Consent for Entry into Nonpublic Areas of and to Limit Access to Protected Records Maintained by Certain Public Entities. This law applies to public schools. It requires school boards to adopt the model policies and guidance published by the Maine Attorney General (AG), or establish equivalent policies and guidance, within 3 months of the date of the AG's publication of their model policies and guidance.*

   The "Model Policy and Guidance for Public Schools and Postsecondary Educational Institutions: Limiting Authority to Consent for Entry or Records Review" was posted on the AG's website on September 28, 2026. Therefore, the Board's own policy should be adopted by December 28, 2026.

   MSMA's new sample policy ***KLGC, Relations With Law Enforcement Personnel: Limitations on Authority to Consent for Entry or to Review Records in Schools****, is tailored specifically to the requirements within the AG's document that pertain to public schools. This MSMA sample policy is designed for first reading in November, followed by second reading and adoption in December, 2026.*

2. **POLICY BEDH : PUBLIC PARTICIPATION AT SCHOOL COMMITTEE MEETINGS**

   This policy was last updated on November 9, 2022. In order to promote productive meetings of the School Committee, a revision to the policy is needed. Revisions, suggested to provide greater clarity, are highlighted in yellow and underlined and are from MSMA sample policy. Struck items are redundant and replaced by new language.

3. **NEW POLICY MSMA SAMPLE JICB: CARE OF SCHOOL PROPERTY BY STUDENTS.**

Westbrook does not currently have this policy.It has come to our attention that there has been an increase of vandalism reported at WHS particularly in the athletics facilities. It has been requested that the Policy Committee consider a policy regarding this. A sample policy from MSMA is included.

4. **POLICY KLGA: RELATIONS WITH SCHOOL RESOURCE OFFICERS AND LAW ENFORCEMENT and POLICY KLGA-R SCHOOL RESOURCE OFFICERS / LAW ENFORCEMENT ADMINISTRATIVE PROCEDURES**

   These policies were last updated on January 11, 2023. Given the need to adopt a new policy KLGC, it has been suggested to review standing policies regarding the schools' relationship with our School Resource Officers and the Westbrook Police Department as well. Included are the school department's current policies for review.

5. **TECHNOLOGY POLICIES**

   It has been suggested to form a sub-committee to identify and review all policies relating to technology in our schools. This is timely and would run parallel with the district's Technology Task Force.

STANDING COMMITTEES

I. Purpose and Scope

The School Committee (hereinafter referred to as "the Committee") believes that standing committees can be useful to its decision-making process and in the transaction of Committee business. Standing committees are created to perform ongoing functions and remain in existence indefinitely. By allowing standing committees to research issues in depth and to make recommendations, the Committee can better focus its energy and make informed decisions more efficiently and effectively.

The School Committee shall authorize the establishment of only such standing committees from among its membership as it finds strictly necessary to study operations in specific areas and to make recommendations for Committee action.

Standing committees are comprised solely of School Committee members and must be fewer than a majority of the full School Committee. The only exception to this edict is that the full School Committee shall sit as the Finance Committee during budget development. In contrast, advisory committees are appointed to perform a specific task and may include administrators, staff, parents, students, and/or community representatives.

II. Establishment and Functions of Standing Committees

The following provisions apply to the establishment and functions of standing committees:

A. **Establishment and Authority:** Standing committees shall be established by vote or action of the Committee. A motion to establish a standing committee shall state the purpose and responsibilities of the committee (the “charge”) and set the number of members comprising the committee. A standing committee has only such authority as specified by the Committee.

B. **Size Restriction:** Shall be comprised of fewer than a majority of the Committee/School Committee. The only exception to this edict is that the full School Committee shall sit as the Finance Committee during budget development.

C. **Limitations on Action:** Except as authorized by law or School Committee action, a standing committee may research issues and make recommendations for School Committee action, but may not act for the Committee.

   a. **Dissolution and Modification:** A standing committee may be abolished or dissolved at any time by a vote of the School Committee. The number of members and/or the responsibilities of a standing committee may also be modified at any time by a vote of the School Committee. All standing committees shall be evaluated each January.

III. Membership and Appointments

A. **Appointments:** The Committee Chair will appoint members to a standing committee from among the School Committee's membership. For existing standing committees, appointments will be made at or as soon as practicable after the School Committee's annual organizational meeting. The School Committee Chair may [or shall] also make appointments to fill vacancies that occur prior to the School Committee's next organizational meeting.

B. **Term:** The term of appointment to a standing committee shall be until the next organizational meeting.

C. **Chair:** The Committee Chair shall appoint the member to chair the School Committee's Standing Committees.

D. **Voting: Only appointed members of the committee may vote** or otherwise agree upon recommendations to be made to the full School Committee. Any School Committee member may attend standing committee meetings.

E. **Ex Officio Members:** The Committee Chair and Superintendent shall be ex officio (non-voting) members of all standing committees. Although the superintendent may serve in an ex officio capacity and standing committees may seek input from administrators, staff, and others, only standing committee members may vote.

IV. Meetings

All standing committee meetings are open to the public, except as provided by the Freedom of Information and Protection of Privacy Act and the Municipal Public Employees Labor Relations Act.

V. Authorization and Appointment of Standing Committees

The School Committee shall establish such standing committees as it deems necessary to facilitate school unit governance and address ongoing school unit needs.
The School Committee shall have the following standing committees (which may include, but are not limited to, examples such as Budget, Policy, Curriculum, Negotiations, and Long-range Planning):

A. Facilities Committee

B. Finance Committee
   a. During the budget development period, the entire School Committee will serve as the Finance Committee.

C. Educational Programs Committee

D. Policy Committee

VI. Standing Committee Operating Procedures

A. Each standing committee shall meet at the call of its chair at a time and place to be designated in the call of the meeting. Standing committee meetings shall be held as needed. Additional meetings may be scheduled as needed.

B. The chair of a standing committee, in collaboration with the Superintendent/designee, will establish the agenda for each meeting to promote the orderly flow of information and the effective operations of the School Committee and its standing committees.

C. Notice to the public of the date, time and place of a standing committee meeting and the agenda for the meeting shall be provided at least three days in advance and in a manner consistent with the School Committee's policy and practice concerning notification of School Committee meetings.

D. The Superintendent may designate administrators or staff to serve in a liaison or advisory capacity and/or to provide information and/or resources.

E. Any member of the School Committee, staff or public may attend a standing committee meeting, but may speak only at the discretion of the chair.

F. The presence of a majority of the members of a standing committee shall constitute a quorum

for voting purposes. Only the members of the standing committee may vote on agenda items.

G. In the event that the chair of a standing committee is unavailable for a scheduled committee meeting, the members of the standing committee will elect one of the members in attendance to act as chair for the duration of the meeting.

H. For any matter on its agenda, a standing committee may by majority vote of members present, or by consensus, agree to make recommendations to the full School Committee. Recommendations may be in the form of a proposed motion and/or a report. A standing committee may also forward a matter under discussion to the full School Committee with no recommendation.

I. Standing committee reports will be included as an agenda item for all regular School Committee meetings.

J. Any item referred to a standing committee by the School Committee shall be reported on at the next regular School Committee meeting. The standing committee's report should indicate work completed or progress made to date. The report may include the recommendation for continued standing committee study.

K. Standing committee minutes, if prepared, are public information, subject to the Freedom of Access Law.

L. The four (4) standing committees of the School Committee are the Educational Programs Committee, the Facilities Committee, the Budget and Finance Committee and the Policy Committee.

Legal Reference: 1 MRSA § 401 et seq.

Adopted: June 11, 2003

Reviewed by the Policy Committee: November 16, 2006; January 13, 2009; February 24, 2014; October 25, 2021

Revised by School Committee: December 10, 2025

POLICY COMMITTEE

The School Committee shall annually designate two members to serve on the School Committee Policy Committee. The School Committee chair shall appoint the member to chair the Policy Committee. A quorum shall consist of at least 1 School Committee member.

The Policy Committee shall meet monthly during the school year with the Superintendent / designee.

The Committee's responsibilities will include:

- Review of existing policies at least every 5 years
- Proposal of new policies as needed
- Minimum language changes that don't change the intent of the policy (the policy will be noted as "reviewed" on the applicable date).
- Proposal of substantive language changes to the School Committee for action
- Policy review responsibilities as assigned by the School Committee
- Advise the School Committee's representative to attend any meeting of a statewide organization, such as the Maine School Management Association annual meeting

Approved: February 11, 2009

Reviewed by the Policy Committee: February 24, 2014

Revised by School Committee: November 9, 2011, December 10, 2025

[NOTE: On April 23, 2026, Governor Mills signed into law L.D. 2106, An Act to Limit Consent for Entry into Nonpublic Areas of and to Limit Access to Protected Records Maintained by Certain Public Entities. This law applies to public schools. It requires school boards to adopt the model policies and guidance published by the Maine Attorney General (AG), or establish equivalent policies and guidance, within 3 months of the date of the AG's publication of their model policies and guidance. Since the "Model Policy and Guidance for Public Schools and Postsecondary Educational Institutions: Limiting Authority to Consent for Entry or Records Review" was posted on the AG's website on September 28, 2026, the Board's own policy should be adopted by December 28, 2026. MSMA's sample policy is tailored specifically to the requirements within the AG's model that pertain to public schools. This MSMA sample policy is designed for first reading in November, followed by second reading and adoption in December, 2026.]

RELATIONS WITH LAW ENFORCEMENT PERSONNEL: LIMITATIONS ON AUTHORITY TO CONSENT FOR ENTRY OR TO REVIEW RECORDS IN SCHOOLS

The intent of the policy is to ensure that [School district name] schools and educational programs remain safe and accessible to all students and staff regardless of immigration status by limiting, to the fullest extent possible, consistent with state and federal law, voluntary consent for entry into nonpublic areas of the facility by law enforcement officers for immigration enforcement purposes, and limiting consent to disclosure of protected records held by the school to law enforcement officers for immigration enforcement purposes.

[NOTE: The Attorney General's "Model Policy and Guidance" states in a footnote that it should not be construed as limiting or restricting access to nonpublic areas of a public school or state postsecondary educational institution by a law enforcement officer who presents for a lawful reason that is not for immigration enforcement purposes. This would suggest that law enforcement officers, including federal officers, would be allowed to enter without a warrant in the event of an immediate and credible threat of harm to students, staff, or the public that requires urgent intervention, or as otherwise permitted by school board policy.]

In the context of this policy, "voluntary consent" means that no school district employee, acting on their own initiative, may voluntarily consent or acquiesce to the request of a federal law enforcement officer to enter a nonpublic space within the school or allow access to, or inspection of, education records maintained by the school for the purpose of enforcing immigration laws. Access to nonpublic spaces or education records will only be provided when legally required at the direction or the Superintendent's designee after consultation with [School district name]'s attorney, if appropriate.

The school principal/designated administrator will ensure that all staff persons who may interact with law enforcement officers are informed of this policy. All staff persons should have the

name, title, and contact information of the administrator who has been designated to advise them in implementing this policy.

I. Definitions

A. **"Education record"** has the same meaning as in the federal Family Educational Rights and Privacy Act of 1974 (FERPA), 20 United States Code, Section 1232g(a)(4), and its implementing regulations.

B. **"Law enforcement officer"** means a person who by virtue of public employment is vested by law with a duty to maintain public order, to prosecute offenders, to make arrests for crimes, whether that duty extends to all crimes or is limited to specific crimes, or to perform probation functions, or who is an adult probation supervisor.

"Law enforcement officer" includes the following federal officers who are authorized to carry firearms in the performance of their duties as federal law enforcement employees or officers:

- **Special Agents:** A federal officer who is a special agent of the United States Secret Service of the Department of Homeland Security; and

- **Immigration, Customs, or Border Security:** A federal officer of an agency within the Department of Homeland Security that has administrative and enforcement jurisdiction over immigration, customs, or border security matters. This may include, for example, a federal officer within the United States Customs and Border Protection, United States Immigration and Customs Enforcement, or United States Citizenship and Immigration Services.

C. **"Nonpublic area"** means an area of a building or facility that the public is not free to enter or access and includes a restricted access area within a building or facility that is otherwise predominately open to the public. "Nonpublic area" also includes all areas within a building or facility during any time that the building or facility is closed for operation.

II. Responding to Requests for Entry and Access to Records Maintained by the School

A. Entry Into Nonpublic Areas

A person acting on behalf of a public school may not voluntarily permit a law enforcement officer to enter a nonpublic area of the school for immigration enforcement purposes.

If a law enforcement officer presents at the school and seeks to gain entry to nonpublic areas, the staff person shall ask the law enforcement officer to identify their purpose for accessing nonpublic areas.

If the law enforcement officer indicates an immigration enforcement purpose, the staff person shall ask the law enforcement officer to produce a court-issued warrant or any other documents the officer contends authorize access to nonpublic areas of the school.

The staff person shall inform the officer of the requirement to consult with a designated administrator to review the warrant or other legal documents prior to permitting access to any nonpublic areas of the school.

The staff person shall direct the officer to wait in a designated area of the school (e.g., principal's office or conference room) while the principal/designated administrator reviews the documents.

The principal/designated administrator will notify the Superintendent of the presence of the federal law enforcement official(s) and reason for the request.

The principal/designated administrator will review the documents presented and consult with legal counsel, as necessary, before giving direction to the staff person as to how to respond.

If the law enforcement officer insists on accessing nonpublic areas without a court-ordered warrant or other valid order authorizing access under federal or state law, or before the principal/designated administrator has reviewed the documents presented and provided direction to staff, the officer should be informed that the school objects to the officer's entry into the nonpublic areas. The staff should immediately inform the principal/designated administrator but should not attempt to physically interfere with the officer or obstruct the officer's entry into the nonpublic areas. The designated administrator will contact the Superintendent, who will contact the district's legal counsel and/or the school district's designated law enforcement authority.

B. Access to Education Records

A person acting on behalf of a public school may not voluntarily permit a law enforcement officer to access education records for immigration enforcement purposes.

The principal/designated administrator school shall ensure that all staff persons who have access to education records are informed of this policy, and that those persons have the name, title, and contact information of an administrator who has been designated to advise them in implementing this policy.

If a law enforcement officer seeks access to education records, the staff person shall ask the law enforcement officer to identify their purpose for accessing education records.

If the law enforcement officer indicates an immigration enforcement purpose, the staff person shall ask the law enforcement officer to produce a court-issued warrant or any other documents the officer contends authorize access under federal or state law.

[NOTE: If a law enforcement officer requests education records for any other purpose and does not have consent of the parent or eligible student, the same process should be followed.]

The staff person shall inform the officer of the need to consult with the principal/designated administrator to review the warrant or other legal documents prior to allowing access to any nonpublic areas of the school for review or inspection of records.

The designated administrator will review the documents presented and consult with legal counsel, as necessary, before giving direction to the staff person as to how to respond.

[NOTE: FERPA provides that a student's educational records cannot be disclosed absent the parent's or eligible student's consent, unless an exception or exemption applies. One of the exceptions is a "lawfully issued" subpoena, which requires a legal review and determination, along with notice to the affected party. For this reason, all subpoenas received by a public school from a law enforcement officer should be reviewed by their legal counsel promptly to ensure they are timely addressed, and so that a determination may be made as to the appropriate response, including whether to file an objection with the court.]

III. Mandatory Compliance Activities

If required by federal law to permit the inspection of educational records or to conduct interviews regarding the eligibility of noncitizens to work in the United States or to attend school in the United States:

1. The school shall designate a nonpublic area within the school institution where law enforcement officers may conduct these inspections and interviews; and

2. The school may permit law enforcement officers to access a specific location to verify eligibility for employment or school attendance if applicable federal law requires that law enforcement officers be provided access to that specific location within the school when conducting these inspections and interviews.

IV. Policy Review

In compliance with Maine law, 5 MRSA §200-O(2), the Board will review and amend this policy, as necessary, within three months of the date that the Attorney General publishes any amended model policies and guidance applicable to Maine's public schools.

Legal References

5 MRSA § 200-O

20-A MRSA § 14

Maine Office of the Attorney General, *Model Policy and Guidance for Public Schools and Postsecondary Educational Institutions: Limiting Authority to Consent for Entry and Records Review* (September 28, 2026)

Cross Reference:

KLG/Relations with Law Enforcement Authorities

KLGA/Relations with School Resource Officers and Law Enforcement Authorities

KLGB/Nonlocal Law Enforcement Access to School Facilities

[NOTE: Your Board may have adopted one or more of these policies.]

PUBLIC PARTICIPATION AT SCHOOL COMMITTEE MEETINGS

Meetings of the Westbrook School Committee are conducted for the purpose of carrying on the official business of the Westbrook School Department. All regular and special meetings of the School Committee shall be open to the public and the media. All regular and special meetings of the School Committee shall be open to the public and the media.

Because the School Committee desires to hear the viewpoints of residents, parents, students and staff throughout the school district, and also needs to conduct its business in an orderly and efficient manner, it shall designate one or more portions of its regular meeting agenda where members of the public may speak on any subject directly related to the operations of the schools. The Chair may limit the time allotted for comments on a particular topic as well as the time each individual may speak.

At special, emergency, or workshop meetings, public comments will be limited to the topic(s) of the particular meeting.

If a presentation requires more than such time limit allows, the Superintendent shall be notified so the presentation may be considered for inclusion as a formal agenda item. For regular meetings, such requests should reach the Superintendent no later than the first Monday of the month.

Ordinarily, the School Committee shall accept comments and questions from the public during a short period prior to adjournment. Any time limit proposed for individual speakers shall be stated in the agenda. The agenda will be published in advance of each meeting in accordance with Committee policy. Copies will be available on the Westbrook School Department's website. Anyone desiring additional information about an agenda item should direct such inquiries to the Office of the Superintendent.

The Committee includes a public comment period, not to exceed 30 minutes on the agenda of its regular business meetings. Individual speakers will be given equal amounts of time to speak during public comment period, limited to a maximum of three (3) minutes per speaker. Individuals may not relinquish a portion of their allotted time to another speaker. The time limits in this paragraph may be modified at a particular meeting at the discretion of the Chair.

The Committee will hear public comments from residents of the school unit first. If there is time remaining in the public comment period once all residents have had the opportunity to speak, the Committee will permit comments from non-residents. Each individual will be required to state their name and town/city of residence before beginning their remarks.

The following additional guidelines shall apply to public participation at regular meetings of the School Committee:

A. The Chair shall be responsible for recognizing all speakers (who shall properly identify themselves), for maintaining proper order, and for adherence to any time limits set. The Chair may interrupt or terminate an individual's statement when it exceeds the time limit.

B. The Chair is responsible for ensuring the orderly conduct of Committee meetings and for ensuring compliance with this policy, including the following rules of order:

~~a.~~ Speakers are expected to follow rules of common etiquette and decorum for the forum – a school business meeting at which students may be present – and are required to refrain from (i) using indecent and/or obscene language, (ii) engaging in disruptive conduct, including but not limited to inciting criminal conduct, shouting, threatening others using words or by other actions, making defamatory comments, exceeding the allotted time limits, talking over or interrupting others, offering repetitive comments, and offering comments on matters unrelated to school or education matters. For purposes of this policy, the following definitions apply:

Indecent – the remark is uttered before 10:00 p.m. and describes or depicts sexual or excretory activities or organs in a patently offensive manner as measured by contemporary community standards.

Obscene – the remark appeals to the prurient (i.e., shameful, morbid, or unwholesome fascination with sex, nudity, or excretory functions) interest; depicts or describes sexual conduct in a patently offensive way; and, taken as a whole, lacks serious literary, artistic, political or scientific value.

~~b.~~ Discussion of personnel matters is not permitted during the public comment period due to the privacy, confidentiality and due process rights of school unit employees. For purposes of this policy, "discussion of a personnel matter" means any discussion, whether positive or negative, of the job performance or conduct of a school unit employee (whether the employee is named directly or, in the judgment of the Chair, the identity of the employee can be reasonably identified due to the content of the remarks).

~~c.~~ Discussion of matters involving individual students are also not permitted during the public comment period due to the privacy, confidentiality, and due process rights of the school unit's students.

~~d.~~ All concerns about personnel matters and/or student matters should be directed to the Superintendent or another appropriate administrator outside of Committee meetings so that they can be addressed through an alternative channel and in a manner consistent with privacy, confidentiality, and due process rights of the individuals involved.

~~e.~~ The Chair will stop any public comment that is contrary to these rules.

C. Individuals shall stand behind the podium during their allotted time for comment. Speakers will not be permitted to approach the Committee or walk or stand elsewhere around the room during their comment period. Speakers must be recognized by the Chair, and all public comments should be addressed to the Chair. Accommodations shall be made for individuals with disabilities who are not able to stand.

D. All speakers are to address the Chair and direct any direct questions or comments to particular School Committee members or the Superintendent only with the approval of the Chair. ~~Speakers are not permitted to make defamatory comments, use abusive or obscene language, or make comments or is not related to the operations of the schools.~~ The chair may interrupt or terminate an individual's statement when it fails to comply with these guidelines. The School Committee as a whole will have the final decision in determining the appropriateness of all such Rulings.

E. The School Committee shall give due attention to comments and contributions from the audience, but shall not be expected to respond or take action immediately. Audience inquiries, other than simple questions, shall be referred to the Superintendent, who shall investigate or consider the matter and report to the citizen and to the School Committee. If School Committee action is indicated, the item may be included on the agenda for a subsequent meeting. Members of the School Committee and the Superintendent may ask questions of any person who addresses the Committee but are expected to refrain from arguing or debating issues. All such questions shall be addressed through the Chair.

F. In the event of a sizeable audience, the Chair may require anyone interested in speaking to sign up, so they may be called on in a fair and efficient manner.

G. ~~Personnel matters or complaints concerning particular students or staff will not be considered by the School Committee in a public meeting but will be referred through established policies and procedures for addressing those issues.~~

H. In order to make efficient use of meeting time, the Committee requests that groups or organizations be represented by designated spokespersons.

I. Persons who disrupt the meeting may be asked to leave, and the Chair may request law enforcement assistance as necessary to restore order. In the event of an emergency or substantial disruption, the Chair may declare a recess to restore order or may adjourn the meeting to be continued to a designated time and place or at the call of the Chair.

Public comments on any issue concerning the operation of the schools may be submitted to the School Committee in writing. Any School Committee member who receives a such communication from a resident, student, parent or school staff that has been identified as a public comment shall forward to the Chair. Any public comments received by the Chair shall be timely forwarded to all School Committee members and the Superintendent for consideration and retention as a public comment.

When a vote is to be taken on an item in less than the normal sequence (two meetings), the School Committee shall solicit comments from the public regarding each item prior to the School Committee vote on that item.

Opportunity for public participation at School Committee subcommittee meetings may be permitted at discretion of the subcommittee chair. Comments at special meetings of the School Committee must be related to the call of the meeting.

Legal Reference: 1 MRSA s 401 et. seq.

Cross Reference: BEDD - Rules of Order
KEB - Public Concerns and Complaints

Adopted: March 27, 1989

Revised: November 26, 1991; December 11, 1991; July 22, 1998, November 9, 2022

Reviewed by Policy Committee: February 5, 2004, May 11, 2006; January 27, 2014

CARE OF SCHOOL PROPERTY BY STUDENTS

Textbooks, other school property, and facilities are available to students for their use. Each student is responsible for loss or damage beyond normal wear. Students will be billed for the replacement costs of such materials.

If reimbursement is not forthcoming within a reasonable time:

A. Damage to school property may be recovered in a civil action to obtain the permitted "double the damage;" or

B. Costs of lost, destroyed or damaged school books and instructional appliances may be recovered by requesting the municipal assessor to include the value in the next municipal tax of the delinquent parent.

The Superintendent shall see that students and parents are notified annually of their responsibilities under this policy, such as by publication in pupil/parent handbooks.

Legal Reference: 20-A MRSA §§ 6805-6807

Adopted: _____

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.

RELATIONS WITH SCHOOL RESOURCE OFFICERS AND LAW ENFORCEMENT AUTHORITIES

The School Committee recognizes that a cooperative relationship with law enforcement authorities is desirable for the protection of students and staff and in maintaining a safe school environment. To that end, the Westbrook School Department and the Westbrook Police Department have established a School Resource Officer (SRO) program. The School Committee hereby officially designates the police officers assigned by the Westbrook Police Department to serve as SROs as the law enforcement unit of the Westbrook School Department in accordance with the Memorandum of Understanding (MOU).

In keeping with the Westbrook School Department's mission, the primary roles of the SROs are to:

- Provide support and assistance to the school administration and staff to maintain a safe and constructive learning environment;
- Enforce local, state and federal laws;
- Serve as a resource to administrators and teachers in planning and providing age-appropriate educational programs that foster respect for the law, an understanding of law enforcement, and safe and healthy behaviors;
- Serve as a resource to administrators and staff concerning law enforcement and child welfare issues;
- Assist individual students and their families in addressing issues related to law enforcement and helping students to have a meaningful school experience; and
- Serve as a liaison between the schools and the Westbrook Police Department in addressing issues of concern to both departments.

School administrators and staff have the primary responsibility for maintaining proper order in the schools and for disciplining students for violations of Committee policies and school rules. However, the Superintendent and administrators may seek the assistance of an SRO and/or the Westbrook Police Department when they believe there is a threat to the welfare and safety of the schools, students and/or staff. The Superintendent and administrators shall upon school investigation inform an SRO and/or the Westbrook Police Department when they have reason to suspect that a student or staff member may have violated a state or federal criminal law.

The Superintendent and administrators retain the authority to deny access to students for non-school-related investigations. In general, the School Committee discourages SROs and other law enforcement authorities from using the schools as a venue to arrest and/or question students for activities not related to or affecting the schools. SROs will not use the school as a venue to arrest students unless exigent circumstances exist and consultation and/or authorization from the Superintendent or designs is obtained. In the event of imminent danger, safety will prevail.

The School Committee authorizes the Superintendent to develop administrative procedures, in consultation with the Westbrook Police Department, to guide interactions between the schools, the SROs and the Westbrook Police Department. Such procedures should safeguard the rights of students and parents and be consistent with School Committee policies. The Superintendent will be provided with data, by semester, regarding the SROs activity within the school and will share that with the school committee.

Administrators may also develop appropriate building-level procedures regarding the role and activities of SROs in their schools. All administrative procedures must be consistent with School Committee policies, as well as the SRO program agreement between the Westbrook School Department and the Westbrook Police Department, and are subject to approval by the School Committee.

Legal Reference: 20 USC 1232g; 34 CFR Part 99

Cross Reference: KLGA-R - School Resource Officer/Law Enforcement Administrative Procedure
EBCA – Comprehensive Emergency Management Plan
JICIA – Weapons, Violence and School Safety
JIH – Questioning and Searches of Students
JRA – Student Records

Approved: September 13, 2006

Revised: January 11, 2023

Reviewed by the Policy Committee: September 24, 2012

School Resource Officer/Law Enforcement Administrative Procedure

The purpose of this administrative procedure is to provide guidelines for the conduct of SROs and other law enforcement authorities in the schools. These are guidelines only and may be adjusted within reasonable and lawful limits on a case-by-case basis.

A. General Expectations Concerning the Roles of School Personnel and SROs

1. SROs shall comply with all applicable federal and state laws, School Committee policies and procedures, school rules, and Westbrook Police Department rules in carrying out their duties and responsibilities.

2. In general, school administrators and staff are responsible for enforcing Committee policies and school rules and for maintaining order in the schools. SROs who observe violations of policies and/or rules may intervene with students to stop the behavior and shall report violations to appropriate administrators.

3. School administrators and staff may consult with and request assistance from SROs in addressing student violations of policies and rules as they deem appropriate.

4. School administrators and staff will notify the SRO if they have reason to believe that a student has committed a crime or if they obtain evidence of illegal activity (such as weapons, drugs or alcohol).

5. School administrators may request the assistance of SROs in enforcing Committee policies, school rules and federal/state laws with visitors and intruders on school property.

6. Unless there is a health or safety emergency, SROs shall consult with an appropriate school administrator prior to requesting additional law enforcement assistance on school grounds.

7. SROs are expected to maintain the same standards of professional conduct in their dealings with staff, students, parents and community members as other school staff.

B. Investigations, Questioning and Searches of Students for School-Related Purposes

Some types of student conduct that are forbidden by school rules, such as assaults, bomb threats, weapons possession, and drug offenses, are also punishable by criminal law. When a particular act is both a violation of school rules and a crime, the school disciplinary investigation by school administrators and the criminal investigation by the police and district attorney will often operate simultaneously. When practical, school administrators and the police should coordinate their investigations.

Whenever practicable, investigations, questioning and searches of students for school-related conduct that may violate both school rules and the law will be conducted jointly by a school administrator and the SRO.

1. Evidence of violation of state/federal laws will be turned over to the SRO, unless such disclosures are otherwise prohibited by FERPA or any other applicable law.

2. Since police investigative reports and police-obtained witness statements may not always be available to school administrators, the school administrator shall prepare and maintain his/her own records and reports concerning school-related investigations.

C. Investigations, Questioning and Searches of Students for Non-School-Related Purposes

1. In general, SROs and other law enforcement authorities are discouraged from using the schools as a venue for questioning and searching students for alleged violations of state or federal laws that are not related to the schools.

2. Exceptions will be made in the event of an emergency endangering student or staff safety or in exigent circumstances as authorized by law. Other exceptions may be made on a case-by-case basis after consultation between the Superintendent/designee and law enforcement authorities.

3. SROs and other law enforcement officials are responsible for complying with applicable laws and police / law enforcement agency procedures concerning questioning, searches and arrests for juvenile suspects (if the student is under 18) or adult suspects (if the student is over 18).

D. Arrests of Students at School

1. In general, SROs and other law enforcement authorities are discouraged from arresting students at school for non-school-related activities.

2. SROs will not use the school as a venue to arrest students unless exigent circumstances exist and consultation and/or authorization from the Superintendent or designs is obtained. In the event of imminent danger, safety will prevail.

3. SROs and other law enforcement officials are responsible for complying with applicable laws and police / law enforcement agency procedures concerning questioning, searches and arrests for juvenile suspects (if the student is under 18) or adult suspects (if the student is over 18).

4. A student may be removed from school by an SRO or other law enforcement official when there is a court order, an arrest warrant or when a warrantless arrest is authorized by law. The school administrator shall attempt to notify the student's parent/guardian as soon as possible of the student=s removal from school.

E. Confidentiality of Student Information and Records and Data

1. School administrators may release personally identifiable student information contained in education records to SROs and other law enforcement authorities in accordance with the requirements of the federal Family Educational Rights and Privacy Act and other applicable laws.

2. SROs are expected to maintain confidentiality of personally identifiable student information in accordance with applicable laws, Committee policies and school rules.

3. The Superintendent will be provided with semester data regarding the SROs activity within the school and will share that information with the School Committee.

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