

**REGIONAL SCHOOL UNIT 19
BOARD OF DIRECTORS' MEETING**



****June 20, 2017****

NOKOMIS REGIONAL HIGH SCHOOL 6:30 PM

I. Opening of Meeting

- A. Flag Salute
- B. Board Reorganization *Action
 - 1. Election of Chair
 - 2. Election of Vice-Chair
 - 3. Appointments to Committees (Discussion)
- C. Adjustments to Agenda
- D. Approval of Board Minutes of May 16, 2017 *Action

II. Public Comment – *This is intended for the public to address items that are on this agenda only.*

III. Reading of Communications

- A. Administrative Communications
- B. Superintendent/Board Communications

IV. Reports

- A. Superintendent
 - 1. Title I FY18 Initial Plan for District's Use of Funds
 - 2. Update on School Closing and Consolidation Process
- B. Board Chair

V. Report of Special Committees

- A. Budget/Finance Committee June 19, 2017 Joint with Negotiations Com.
- B. Building Committee June 14, 2017
- C. Education Committee No Meeting
- D. Policy Committee May 23, 2017
 - 1. First Reading of Policies *Action
 - None
 - 2. Second Reading of Policies *Action
 - a. IIB Class Size
 - b. JICIA Weapons, Violence aool Safety
 - c. EBBA Bloodborne Pathogens
 - EBBA-R Bloodborne Pathogens Exposure Control Plan
 - d. EBCAB Mutual Assistance – Emergency Plan
 - e. EBCC Bomb Threats

f. EBCE Emergency Closings and Cancellations

- E. Transportation Committee No Meeting
- F. Warrior Education Foundation Com.
- G. Negotiations Committee June 19, 2017 Joint with Budget/Finance

VI. Old Business - None

VII. New Business

- A. Certify Results of Referendum Vote of June 13, 2017 *Action
- B. Lead Teacher at Newport/Plymouth School *Action
- C. Resolution *Action
Calling on our Representatives, the Legislature as a whole, and the Governor to meet the State's obligation to fully fund the State portion of Education at 55%.
- D. Authorization for Superintendent to Hire during Summer Months *Action
- E. Staff Resignations – Informational
 - 1. Sharon Gordon Grade 4 CES
 - 2. Jamie Beck Speech Pathologist HCS/SOM
 - 3. Amy Fiorilli Social Worker (2/5ths Contracted) SEB
 - 4. Patricia Bell Sped Teacher CES
 - 5. Genevieve Duncombe Secretary STAL
 - 6. Benjamin Jacobson Food Service Manager SOM
 - 7. Darlene Lawler Bus Driver
 - 8. Brian Dougeneck Ed Tech III SEB
- F. Staff Nominations - None *Action
- G. Staff Appointments - Informational
- H. Staff Transfers - Informational
 - 1. Sherry Hopkins Gr. 8 SS at SEB to CTE at Nokomis
 - 2. Beth Borden Gr. 1/2 at HCS to Gr. 4 at SOM
 - 3. Jessica Roy Science at SOM to Science at EDS

VIII. Future Agenda Items

IX. Next Meeting Dates

X. Adjournment

A.D.A. NOTICE: If you have a special need that must be met to allow you to fully participate in this meeting, please contact the Office of the Superintendent at least two (2) days prior to this meeting.

IF the district is closed for weather or other issues, the Board meeting will be postponed until the following evening, or as announced with the district's closure release.

**REGIONAL SCHOOL UNIT 19
BOARD OF DIRECTORS' MEETING MINUTES**

May 16, 2017

MEMBERS PRESENT: Samantha Brown, Corinna Caron, Paul Carter, Christopher Easton, Joanne Elwell, Fred Hickey, Susie Hopkins, William MacDonald, Don Mendell, Jonathan Parker, Ryan Parker, Chris Pepin, Jody Mullis, Kenneth Sands, Jason Scholten, Chad Stratton, Jennifer Watson

MEMBERS ABSENT: Erik Stitham and Winn Price (excused);

TOTAL MEMBERS PRESENT: 892

TOTAL MEMBERS ABSENT: 106

Others Present: District staff and members of the community

I. Opening of Meeting

A. Flag Salute was rendered.

B. Adjustments to Agenda

VI. New Business, add under

A. Staff Resignations

6. Laurie Giles Secretary Adult Ed

C. Approval of Board Minutes of April 18, 2017 & April 25, 2017

A **motion** was made by Jason Scholten to accept the Board Meeting minutes from April 18, 2017 with the addition of Maxine Pare and Suzanne Nowinski to the attendance, **seconded** by Kenneth Sands and **voted** 821 for and 71 abstained (Don Mendell). Motion passed.

A **motion** was made by Corinna Caron to accept the Special Board Meeting minutes from April 25, 2017, **seconded** by Suzie Hopkins and **voted** 787 for and 105 abstained (Paul Carter and Don Mendell). Motion passed.

II. Public Comment – Comment was given by community members.

III. Reading of Communications

A. Administrative Communications – Communication presented.

B. Superintendent/Board Communications – Communication presented.

IV. Reports

A. Superintendent

1. Kelly Burns congratulated and presented Coach Certificates to Richice Stevens and Dawn Trask.

B. Board Chair – No report.

V. Report of Special Committees

A. Budget/Finance Committee April 24, May 1, May 8

Communication Presented

B. Building Committee May 10 2017

Communication Presented

C. Education Committee May 2, 2017

Communication Presented

D. Policy Committee April 25, 2017

Communication Presented

1. First Reading of Policies

- a. EBBA Bloodborne Pathogens
EBBA-R Bloodborne Pathogens Exposure Control Plan
- b. EBCC Bomb Threats
- c. EBCAB Mutual Assistance – Emergency Plan
- d. EBCE Emergency Closing and Cancellations

A **motion** was made by Kenneth Sands to accept the first reading of the above policies, **seconded** by Jason Scholten and **voted** unanimously. Motion passed.

2. Second Reading of Policies - None

- a. EBAA Chemical Hazards
- b. EBAA-R Purchase and Storage of Hazardous Chemicals Regulations
- c. EBAE Confined Space
- d. EBAE-E Confined Space Danger Exhibit
- e. EBAE-R Confined Space Regulations
- f. BED By Laws Board of Directors
- g. BEDL Board Meeting Time Limits
- h. IHB Class Size
- i. JICIA Weapons, Violence and School Safety

A **motion** was made by Fred Hickey to accept the second reading and to approve policies EBAA, EBAA-R, EBAE, EBAE-E, and EBAE-R, **seconded** by Chad Stratton and **voted** unanimously. Motion passed.

A **motion** was made by Jason Scholten to accept the second reading and to approve policies BED and BEDL, **seconded** by Chad Stratton and **voted** 821 for and 71 against (Don Mendell). Motion passed.

A **motion** was made by Jason Scholten to table policy IHB and JICIA, **seconded** by Kenneth Sands and **voted** unanimously. Motion passed.

- E. Transportation Committee No meeting
- F. Warrior Education Foundation Com. No meeting
- G. Negotiations Committee - Communication presented.

VI. Old Business

A. 2017 – 2018 School Calendar

Mike distributed the final 2017-18 school calendar and explained the change in March's workshop and early release days from March 15 & 16 to March 8 & 9 due to the change in dates for the annual District Music Festival, and noted that September's early release day will be September 21.

VII. New Business

A. 2017 – 2018 Budget

1. Consideration of Superintendent / Finance Committee's Recommendation for the 2017 – 18 Budget.

Corinna Caron asked to call the Question.

A **motion** was made by Fred Hickey to extend the meeting by 10 minutes, and **seconded** by Jason Scholten. Motion was amended by Paul Carter to extend the meeting until work was completed. The motion, as amended, was **voted** unanimously.

A **motion** was made by Jason Scholten to approve the proposed 2017-18 budget, **seconded** by Kenneth Sands and **voted** 691 for and 201 against (Joanne Elwell, Jennifer Watson, Jonathan Parker). Motion passed.

A **motion** was made by Corinna Caron to choose Option 4 of the proposed options, **seconded** by Chad Stratton and **voted** 734 for and 158 against (Paul Carter, Ryan Parker, Don Mendell). Motion passed.

2. Approval of District Budget Meeting and Validation Dates; and
3. Approve the Warrants for the District Budget Meeting and Validation Referendum and Signing of Warrants.

A **motion** was made by Suzie Hopkins that the Vote entitled, "Vote to Call and Approve the Warrants for the Budget Meeting and the Validation

Referendum and to Authorize the Notice of Amounts Adopted,” be approved in form presented to this meeting and that a copy of said Vote be included with the minutes of this meeting, **seconded** by Corinna Caron and **voted** unanimously. Motion passed.

VOTE TO CALL AND APPROVE THE WARRANTS FOR THE BUDGET MEETING AND THE VALIDATION REFERENDUM AND TO AUTHORIZE THE NOTICE OF AMOUNTS ADOPTED

VOTED: That the warrant for the Regional School Unit No. 19 (the “Regional School Unit”) Budget Meeting presented to the meeting be approved and that a Regional School Unit budget meeting be called for May 30, 2017 for the purpose of voting on the annual budget for the Regional School Unit for the 2017 - 2018 fiscal year;

That the Warrant and Notice of Election for the Regional School Unit Budget Validation Referendum presented to the meeting be approved, and that a Regional School Unit budget validation referendum be called for June 13, 2017 for the purpose of approving the budget adopted at the Regional School Unit budget meeting for the 2017 - 2018 fiscal year; and

That the form of Notice of Amounts Adopted at Budget Meeting presented to this meeting be approved, and that the Superintendent of Schools of the Regional School Unit be authorized and directed to complete said Notice in accordance with the Regional School Unit budget meeting on May 30, 2017, and to cause copies of said Notice, as completed, to be delivered to the municipal clerks of each municipality of the Regional School Unit for posting at the polling places for the June 13, 2017 Regional School Unit budget validation referendum.

B. Staff Resignations – Informational

1. Samantha Bartlett	Ed Tech III SPED	HCS
2. Deborah Lamson	Ed Tech III SPED	SOM
3. Mike Orcutt	Math Teacher	NRHS
4. Donna Hautala	Gr. 2 Teacher	CES
5. Karen McGrady	CTE	Nokomis
6. Laurie Giles	Secretary	Adult Ed

C. Staff Nominations - None

D. Staff Appointments – Informational

1. Terry Vanadestine	Bus Driver	
2. Taylor Lovely	JV Field Hockey Coach	NRHS

E. Staff Transfers – Informational

1. Pat White has moved to a spare Bus Driver

VIII. Future Agenda Items

1. Reorganization of RSU #19 Board of Directors
2. Invite Warrior Foundation

IX. Next Meeting Dates

X. Adjournment

The meeting was adjourned. 9:55.

Respectfully submitted,



Mike Hammer
Secretary to the Board

Note Taker: Darcey LaPrade

REGIONAL SCHOOL UNIT 19
POLICY COMMITTEE MEETING MINUTES
May 23, 2017



Committee Members Present: Winn Price, Samantha Brown, Paul Carter, Chris Easton, Bill MacDonald, Jody Mullis

Committee Members Absent: Don Mendell (Exc.)

Others Present: Mike Hammer, Chad Stratton

I. Public Comment - None

II. Naming Rights for Facilities, Rooms, Fields, etc.

Code FF Policy for Naming Facilities and a Field Signage Agreement was presented. Several changes were made and these will be brought back to the next Policy Committee meeting for approval.

III. Other

Code DJ Bidding/Purchase Requirements policy was distributed, along with the suggested revisions, for review at the next meeting.

IV. The meeting was adjourned.

Respectfully submitted,

A handwritten signature in black ink that reads "Mike Hammer".

Mike Hammer
Superintendent of Schools

**SECOND
READING
OF
POLICIES**

CLASS SIZE POLICY

It is the intent of RSU 19 to allocate staff in a manner that will be educationally sound, instructionally appropriate, and fiscally responsible. RSU 19 recognizes that there is a relationship between class size and pupil achievement and that this relationship varies across grade levels and among subjects. Class size guidelines may be impacted by several variables including the grade level or subject, needs of the students in the classroom both academically and behaviorally, physical classroom space, etc.

The following chart will serve as a guide for the organization of classes:

<u>Grade Level</u>	<u>Class Size</u>	<u>Notify School Board</u>
PK	16 students with support	
K –1	15 – 18 students	at 19 students per class
2 – 4	18 – 20 students	at 21 students per class
5 – 8	20 – 25 students	at 26 students per class

The above ranges will be adhered to as a general rule.

If administration has concerns about a particular class or grade level, they will inform the Board of this concern.

Larger class sizes will be allowed for instrumental and/or choral music. Special Education teacher-student ratios are to be in compliance with Special Education Caseload Rules, Pre-K –K State Standards, and Maine State Standards.

WEAPONS, VIOLENCE AND SCHOOL SAFETY

The School Board believes that students and staff are entitled to learn and work in a school environment free of violence, threats and disruptive behavior. Students are expected to conduct themselves with respect for others and in accordance with Board policies, school rules, reasonable unwritten behavior expectations, and applicable state and federal laws.

School staff is required to immediately report incidents of prohibited conduct by students to the building administrator/designee for investigation and appropriate action.

I. PROHIBITED CONDUCT

Students, staff and all other persons are prohibited from engaging in the following conduct on school property, while in attendance at school or at any school-sponsored activity, or at any time or place that such conduct directly interferes with the operations, discipline or general welfare of the school:

- A. Possession and/or use of articles commonly used or designed to inflict bodily harm and/or to threaten, intimidate, coerce or harass another person. Possession and or use of articles are allowed when used in an approved instructional activity. Examples of such articles include but are not limited to firearms, BB guns, pellet guns, any other kind of gun, ammunition, explosives, cross-bows, brass knuckles, switchblades, knives, chains, clubs, Kung Fu stars and nunchucks;
- B. Use of any object, although not necessarily designed to be a weapon, to inflict bodily harm and/or to threaten, intimidate, coerce or harass another person. Examples of such articles include but are not limited to bats, belts, picks, pencils, compasses, objects capable of ignition (e.g., matches, lighters), files, tools of any sort, and replicas of weapons (including toys);
- C. Violent or threatening behavior including but not limited to fighting, assault and/or battery, taking hostages, threats to commit violence against persons or property (e.g., verbal or written death threats, threats of bodily harm, bomb threats);
- D. Verbal or written statements (including those made on or through an electronic device) which threaten, intimidate, or harass others, ~~which tend to incite violence and/or disrupt the school program;~~
- E. Willful and malicious damage to school or personal property;

- F. Stealing or attempting to steal school or personal property;
- G. Lewd, indecent or obscene acts or expressions of any kind;
- H. Violations of the school unit's drug/alcohol and tobacco policies;
- I. Violations of state or federal laws; and
- J. Any other conduct that may be harmful to persons or property.

II. DISCIPLINARY ACTION

Principals may suspend and/or recommend expulsion of students who violate this policy based upon the facts of each case and in accordance with applicable state and federal laws. Conduct which violates this policy is deliberately disobedient and deliberately disorderly within the meaning of 20-A MRSA § 1001(9) and will be grounds for expulsion if found necessary for the peace and usefulness of the school. Such conduct may also be grounds for expulsion under other provisions of 20-A MRSA § 1001 (9 and 9-A) that specifically prohibit the use and possession of weapons, infractions of violence, and possession, furnishing, and trafficking of scheduled drugs.

Students who are found to have brought a firearm **(as defined by federal law)** to school ~~(as defined by federal law)~~ shall be expelled for a period of not less than one year, unless this requirement is modified by the Superintendent on a case-by-case basis.

All firearm violations shall be referred to law enforcement authorities as required by law. Other violations of this policy shall be referred to law enforcement authorities at the discretion of the Superintendent.

Students with disabilities shall be disciplined in accordance with applicable federal and state laws/regulations and Board Policy JKF **Disciplinary Removal of Students with Disabilities.**

III. USE OF FIREARMS AND OTHER WEAPONS IN INSTRUCTIONAL ACTIVITIES

Nothing in this policy shall prevent the school system from offering instructional activities related to firearms or other objects that are generally considered weapons (e.g., bows and arrows) or from allowing a firearm or other object generally considered a weapon to be brought to school for instructional activities (e.g., archery, hunter safety) approved by the school system so long as appropriate safeguards have been adopted to ensure student and staff safety. No weapons may be used in instructional activities or brought to school for instructional activities unless the Superintendent/designee has given

specific permission in advance.

IV. NOTIFICATION TEAM/CONFIDENTIALITY

Maine law authorizes law enforcement officers and criminal justice agencies to share with a superintendent or principal information pertaining to a juvenile when the information is credible and indicates an imminent danger to the safety of students or school personnel on school grounds or at a school function. Maine law requires the District Attorney to notify the superintendent when a juvenile is charged with use or threatened use of force or is adjudicated as having committed one or more juvenile crimes that involve the use or threatened use of force.

Within ten days, or immediately if necessary for school safety, the Superintendent shall convene a notification team. The notification team must include the administrator/designee of the school building where the student attends, at least one classroom teacher to whom the student is assigned, a guidance counselor, and the student's parent/guardian. The notification team shall determine on this basis of need which school employees are entitled to receive information concerning allegations or adjudications of use or threatened use of force. Information received by the Superintendent/designee and disclosed to the notification team and/or disclosed to school employees is confidential and may not become part of the student's educational record.

The Superintendent shall ensure that confidentiality training is provided to all school employees who have access to this information.

Legal Reference: 5 MRSA § 4681 et seq.
 15 M.R.S.A. §§ 3301-A; 3308(7)(E); 3009
 17-A MRSA §§ 2(9); 2(12-A)
 20 USCA § 7151 (Gun-Free Schools Act)
 20-A MRSA §§ 1001(9); 1001(9-A); 1055(1 1); 6552

Cross-Reference: ACAA - Harassment and Sexual Harassment of Students
 ADC - Tobacco Use and Possession
 EBCA - Crisis Response Plan
 JICH - Drug and Alcohol Use by Students
 JK - Student Discipline
 JKD - Suspension of Students
 JKME - Expulsion of Students
 JKF - ~~Suspension/Expulsion~~ Disciplinary Removal of Students with Disabilities
 JIH - Questioning and Searches of Students
 KLG - Relations with Law Enforcement Authorities

1st Reading: 04/18/17

Adopted:

BLOODBORNE PATHOGENS

In response to the increase incidence of Hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV), the Center for Disease Control (CDC) and OSHA have recommended “universal blood and bodily fluids precautions” for all persons who are at risk for accidental occupational exposure in the school setting.

RSU 19 will maintain a Bloodborne Pathogen Exposure Control Plan that will be available to all employees. The Exposure Control Plan will comply with 29 CFR 1910.1030, OSHA’s Bloodborne Pathogens standard.

1st Reading: 10/18/11
Adopted: 11/15//11

**REGIONAL SCHOOL UNIT 19
BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN**

In compliance with the OSHA Bloodborne Pathogens standard, 29 CFR 1910.1030, the following Exposure Control Plan has been developed:

1. EXPOSURE DETERMINATIONS

Within the above named facilities, the following job classifications are determined to be those in which occupational exposure may potentially occur:

- | | |
|-------------------------|---------------------|
| A. Administrators | B. School Secretary |
| C. First Aid Designates | D. School Nurse |

In addition, the following job classifications may include some employees who may have some occupational exposure:

<u>Job Classification</u>	<u>Tasks</u>
Classroom Teacher	Pupil Instruction
Coach	Co-curricular Instruction
Custodian	Building Cleaning
Bus Driver	Pupil Transportation
Educational Technician	Pupil Supervision
Cook	Food Preparation

2. IMPLEMENTATION SCHEDULE AND METHODOLOGY

Universal precautions will be observed in the above named facilities in order to prevent contact with blood and potentially infectious materials. All blood or other potentially infectious material will be considered infectious regardless of the perceived status of the source individual.

Engineering and work practice controls will be utilized to eliminate or minimize exposure to employees. Where occupational exposure remains after institution of these controls, personal protective equipment shall also be utilized. In this District, the following engineering controls will be utilized: universal precautions, soiled clothing disposal, protective equipment, HBV vaccination, etc.

The above controls will be examined and maintained on a regular basis. The ~~Health Nurse will conduct~~ **RSU will provide** annual training to all employees

and will assess effectiveness of individual controls with school administrators **when there is a need.**

Handwashing facilities are available to all employees who incur exposure to blood or other potentially infectious materials. The handwashing facilities are located at numerous sites throughout each facility.

After removal of personal protective gloves, employees shall wash hands and any other potentially contaminated skin area immediately or as soon as feasible following contact. Gloves shall be worn where it is reasonably anticipated that employees may have contact of their skin (intact or non-intact) to blood or other potentially infectious materials. Other areas in which transmission may occur is through mucous membranes (eyes, nose and mouth). Universal precautions pertain to blood and bodily fluids containing blood and other bodily fluids such as saliva, sputum, feces, tears, nasal secretions, vomitus, urine, vaginal secretions and semen. These fluid and bodily wastes can be sources of infections and should be handled as if they are infectious. Gloves are available at several locations including principal's offices, nurse stations, custodial closets and on each school bus. These disposable gloves are not to be washed or decontaminated for re-use and are to be replaced as soon as practical.

Decontamination will be accomplished by utilizing a **bleach disinfectant** solution or another approved solution approved by the building principal and/or the school nurse which **shall be** is provided at each site noted above. All contaminated work surfaces will be decontaminated after any spill of blood or other potentially infectious materials.

Clothing contaminated with blood or other potentially infectious material will be handled as little as possible. Such clothing will be placed in appropriately marked plastic bag and will be returned to parent/guardian for decontamination or disposal.

HEPATITIS B VACCINE

All employees who have been identified as having a possibility of exposure to blood or other potentially infectious materials will be offered the Hepatitis B vaccine, at no cost to the employee. The vaccine will be offered within 10 working days of the acceptance of this Plan, and within 10 working days of a new employee's initial assignment to work in a designated position.

Employees who decline the Hepatitis B vaccine will sign a waiver which uses the wording prescribed by the OSHA standard. (See Appendix A)

If an exposure should occur the HBV vaccine will be offered with administration to occur within 7 days of the exposure to insure effectiveness.

POST EXPOSURE EVALUATION AND FOLLOW-UP

When an employee incurs an exposure incident, the incident shall be reported to the School Principal, ~~who will report to the School Nurse. The School Nurse will then be responsible for maintaining records of exposure incidents.~~ The Principal will report the incident to personnel at central office, where all employee records of an exposure incident will be maintained.

All employees who incur an exposure incident will be offered post exposure evaluation and follow-up in accordance with the OSHA standard. This follow-up shall include the following:

- Documentation of the route of exposure and the circumstances related to the incident.
- If possible, the identification of the source individual and, if possible, the status of the source individual. The blood source individual will be tested (after consent is obtained) for HIV/HBV infectivity. Staff members should NOT disclose information regarding the source individual per FERPA regulations.
- The employee will be encouraged to have their blood collected for testing of the employee's HIV/HBV serological status. The blood sample will be preserved for up to 90 days to allow the employee to decide if the blood should be tested for HIV serological status. If the employee decides prior to that time that testing will or will not be conducted, then the appropriate action can be taken and the blood sample discarded.
- The employee will be offered post exposure prophylaxis in accordance with the current recommendations of the U.S. Public Health Service. Post exposure prophylaxis will include but not be limited to offering HBV vaccination to be given within 7 days post-exposure to insure effectiveness.
- The employee will be given appropriate counseling concerning precautions to take during the period after the exposure incident. The employee will also be

given information on what potential illnesses to be aware of and to report any related experiences to the ~~School Nurse~~ Central Office.

- The School Nurse ~~is designated to~~ will assist in assuring that the federal requirements outlined here are effectively carried out and ~~to maintain~~ all records related to this federal requirement are forwarded to the Central Office and designated medical facility.

WRITTEN RECORDS

The ~~School Nurse~~ Central Office shall maintain written records:

1. When an employee is sent to obtain the Hepatitis B vaccine; and
2. When an employee is sent to health care professional following an exposure incident.

The Health Care Professional shall be instructed to limit their opinions to:

1. Whether the Hepatitis B vaccine is indicated and if the employee has received the vaccine, or for evaluation following an incident;
2. That the employee has been informed of the results of the evaluation; and
3. That the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials.

TRAINING

Annual training for all employees will include an explanation of the following:

1. The OSHA Standard for Bloodborne Pathogens.
2. Epidemiology and symptomatology of bloodborne pathogens.
3. Modes of transmission of bloodborne pathogens.
4. This Exposure Control Plan, i.e., points of the Plan, lines of responsibility, how the Plan will be implemented, etc.
5. Procedures which might cause exposure to blood or other potentially infectious materials.
6. Control measures which will be used to control exposure to blood or other potentially infectious materials. (See Appendix B)
7. Post exposure evaluation and follow-up.

RECORD KEEPING

All records required by the OSHA standard shall be collected by the ~~School Nurse~~ Central Office and kept in accordance to district protocol.

APPENDIX A

The following form must be signed by all employees. The statement can only be signed by the employee following appropriate training regarding hepatitis B, hepatitis B vaccination, the efficacy, safety, method of administration, and benefits of vaccination, and that the vaccine and vaccination are provided free of charge to the employee. The statement is not a waiver; employees can request and receive the hepatitis B vaccination at a later date if they remain occupationally at risk for hepatitis B.

RSU 19

HEPATITIS B IMMUNIZATION PROGRAM

PLEASE READ AND SIGN

___ Informed Consent (I would like to get the three shot series at work when offered)

___ Informed Refusal (I already have received the shots)

_____ Date and Location of all three shots

___ Informed Refusal (I know the risks, but do not wish to be vaccinated)

I, the undersigned, hereby acknowledge informed consent/informed refusal in my decision to voluntarily participate in the Hepatitis B immunization program. I am aware that there is no guarantee that the vaccine will be effective or free of side effects. I acknowledge that information has been provided to me about Hepatitis B by the RSU 19 Administration prior to or at the time of the immunization.

Signature

Date

Printed Name

Previously signed on:

Date

APPENDIX B

PREVENTING TRANSMISSION OF INFECTIOUS AGENTS: GENERAL RECOMMENDATIONS FOR THE HANDLING OF BLOOD AND BODY FLUIDS

The following guidelines are meant to provide simple and effective precautions against transmission of disease for all persons, including pregnant women, potentially exposed to any blood or body fluids.

Does Contact with Body Fluids Present a Risk?

The body fluids of all persons should be considered to contain potentially infectious agents (germs). The term “body fluids” includes: blood, semen, drainage from scrapes and cuts, feces, urine, vomitus, respiratory secretions (e.g., nasal discharge) and saliva. Contact with body fluids presents a risk of infection with a variety of germs. In general, however, the risk is very low and dependent on a variety of factors including the type of fluid with which contact is made and the type of contact made with it.

Table 1 provides examples of particular germs that may occur in body fluids and the respective transmission concerns. It must be emphasized that with the exception of blood, urine and semen, which are normally sterile, the body fluids with which one may come in contact usually contain many organisms, some of which may cause disease. HIV infection can only be transmitted by blood, semen or vaginal secretions. These are the only vehicles of transmission. There is no well-documented scientific evidence for HIV transmission by any other body fluid. Transmission of HIV occurs with direct blood-to-blood, semen-to-blood or vaginal secretions-to-blood contact. Such contact is more likely if the HIV infected blood, semen or vaginal secretions contact broken skin or mucous membranes. Further more, many germs may be carried by persons who have no symptoms of illness. These individuals may be at various stages of infection: incubating disease, mildly infected without symptoms, for chronic carriers of certain infectious agents including the AIDS and hepatitis viruses. In fact, transmission of communicable diseases is more likely to occur from contact with the infected body fluids of unrecognized carriers than from contact with fluids from recognized individuals because these simple precautions are not carried out.

What Should Be Done to Avoid Contact with Body Fluids?

When possible, direct skin contact with body fluids should be avoided. Disposable gloves should be available where body fluids can be expected to be routinely encountered. Gloves are recommended when direct hand contact with body fluids is anticipated. Gloves used for this purpose should be put in a plastic bag or lined trash can, secured, and disposed of daily.

What Should Be Done if Direct Skin Contact Occurs?

In many instances, unanticipated skin contact with body fluids may occur in situations where gloves may not be immediately available (e.g., when wiping a runny nose, applying pressure to bleeding injury, helping a person in the bathroom). In these instances, hands and other affected skin areas of all exposed persons should be routinely washed with soap and water after direct contact has ceased. Clothing and other nondisposable items (e.g., towels used to wipe up body fluids) that are soaked through with body fluids should be rinsed and placed in plastic bags for transport to the laundry. If presoaking is required to remove stains (e.g., blood, feces) use gloves to rinse or soak the item in cold water. Contaminated disposable items (e.g., tissues, paper towels, diapers) should be handled with disposable gloves.

How Should Spilled Body Fluids Be Removed From the Environment?

The school carries stock sanitary absorbent agents that are specifically intended for cleaning body fluid spills. Disposable gloves should be worn when using these agents. The dry material is applied to the area, left for a few minutes to absorb the fluid, and then vacuumed or swept up. The vacuum bag or sweepings should be disposed of in a plastic bag. Broom and dustpan should be rinsed in a disinfectant. No special handling is required for vacuuming equipment.

➤ Handwashing Procedures

Proper handwashing requires the use of soap and water and vigorous washing under a stream of running water for approximately 10 seconds. Soap suspends easily removable soil and microorganisms allowing them to be washed off. Running water is necessary to carry away dirt and debris. Rinse under running water and use paper towels to thoroughly dry hands.

➤ Disinfectants

An intermediate level disinfectant should be used to clean surfaces contaminated with body fluids. Such disinfectants will kill bacteria and viruses. The disinfectant should be registered by the U.S. Environmental Protection Agency (EPA) for use as a disinfectant in schools.

Various classes of disinfectants are listed below. Brand names are used only as examples of each type of germicidal solution and should not be considered an endorsement of a specific product.

1. Ethyl or isopropyl alcohol (70%).
2. Phenolic germicidal detergent in a 1% aqueous solution (e.g., Lysol).
3. Sodium hypochlorite, with at least 100 ppm available chlorine (1/2 cup household bleach in 1 gallon of water, needs to be freshly prepared each time it is used).
4. Other:

➤ Disinfection of Hard Surfaces and Care of Equipment

After removing spilled body fluid, apply disinfectant. Mops should be soaked in the disinfectant after use and rinsed thoroughly ~~or washed in a hot water cycle before~~ ~~rinse~~. Non-disposable cleaning equipment (dust pans, buckets) should be thoroughly rinsed in the disinfectant. The disinfectant solution and rinse water should be promptly disposed down the drain pipe. Disposable cleaning equipment should be placed in a plastic bag. Apply the sanitary absorbent agent, let dry and vacuum. If necessary, mechanically remove the matter with a dust pan and broom, then apply rug shampoo (a germicidal detergent) with a brush and vacuum. Rinse the dust pan and broom in disinfectant. If necessary, wash the brush with soap and water. Dispose of cleaning equipment that is not reusable, as noted above.

➤ Disinfection of Rugs

If a wet vacuum is used, ~~run 1/2 gallon of a 1:10 dilution of chlorine bleach in water through the machine after use. It is not necessary to dismantle the machine.~~ use hospital grade disinfectant, let sit and then extract with water.

➤ **Laundry Instructions for Clothing Soiled with Body Fluids**

The most important consideration of laundering contaminated clothing is to eliminate potentially infectious agents with soap and water. Addition of bleach will further reduce the number of potentially infectious agents. Clothing soaked with body fluids should be washed separately from other items. Presoaking may be required for heavily soiled clothing. Otherwise, wash and dry as usual. If the material is bleachable, add 1/2 cup of household bleach to the wash cycle. If material is not colorfast, add 1/2 cup nonchlorox bleach to the wash cycle.

Contaminated clothing should be properly bagged and given to the student for removal to their home.

Table 1

**TRANSMISSION CONCERNS OF INFECTIOUS AGENTS
BY BODY FLUID-SOURCE**

<u>BODY FLUID SOURCE</u>	<u>ORGANISM OF CONCERN</u>	<u>TRANSMISSION</u>
Blood -cuts/abrasions -nosebleeds -menses -contaminated needle	Hepatitis B virus HIV (AIDS) virus Cytomegalovirus	Blood stream inoculation through cuts and abrasions on hands
*Feces -incontinence	Salmonella bacteria Shigella bacteria Rotavirus Hepatitis A virus Giardia	Oral inoculation from contaminated hands
*Respiratory secretions -saliva -nasal discharge	Mononucleosis virus Common cold virus Influenza virus	Oral inoculation from contaminated hands
Semen	Hepatitis B virus HIV (AIDS) virus Gonorrhea	Sexual contact (intercourse)
*Urine	Cytomegalovirus	Bloodstream and oral inoculation from contaminated hands
*Vomitus	Gastrointestinal viruses, e.g., (Norwalk agent Rotavirus)	Oral inoculation from contaminated hands

*Transmission of HIV (AIDS) virus and Hepatitis B virus is not a concern from these sources unless they are visibly contaminated with blood.

**TABLE 2
UNIVERSAL PRECAUTIONS AND THE ATHLETE**

1. Before competing, cover any open wounds to reduce the risk of transmission from one open wound to another.
2. Athletes should render first-aid to themselves and cover their own wounds whenever possible.
3. When rendering first-aid to others, wear protective gloves any time blood, open wounds, or mucous membranes are involved. Dispose the gloves and use clean gloves for each person.
4. If you get someone else's blood on yourself, wear protective gloves and wipe it off with a disposable towel using a solution known to inactivate the virus.
5. If blood is present during practice or competition, play should be stopped to allow any contaminated surfaces to be cleaned (i.e., virex or bleach solution) by someone wearing protective gloves.
6. Any surface contaminated with blood should be cleaned by someone wearing protective gloves and the solution to inactivate the virus.
7. Wash your hands after removing the protective gloves.
8. Do not use common towels to clean blood off any contaminated surface. The use of common towels at any time during athletics is a very poor health habit.
9. Wash all soiled uniforms, towels, and other dirty linen in soapy water.
10. In general, use good hygienic practices. Avoid the sharing of towels, cups and water bottles.

MUTUAL ASSISTANCE – EMERGENCY PLAN

It is the belief of RSU 19 and the Board of Directors that the safe guarding of our students is a priority in the operation of our schools. This level of safety and crisis management extends beyond the borders of our communities and is shared by our neighboring districts.

In times of emergency or crisis, RSU 19 will offer and provide services including, but not limited to, counseling and staffing, transportation, shelter, and general labor with surrounding school districts. Such aid has been reciprocal and, if needed, surrounding school systems stand ready to assist one another.

1st Reading: 02/21/11

Adopted: 03/15/11

BOMB THREATS

The Board recognizes that bomb threats are a significant concern to the school unit. Whether real and carried out or intended as a prank or for some other purpose, a bomb threat represents a potential danger to the safety and welfare of students and staff and to the integrity of school property. Bomb threats disrupt the instructional program and learning environment and also place significant demands on school financial resources and public safety services. These effects occur even when such threats prove to be false.

Any bomb threat will be regarded as an extremely serious matter and treated accordingly. The Board directs the Superintendent to react promptly and appropriately to information concerning bomb threats and to initiate or recommend suitable disciplinary action.

A. Conduct Prohibited

No person shall make, or communicate by any means, whether verbal or non-verbal, a threat that a bomb has been, or will be, placed on school premises. Because of the potential for evacuation of the schools and other disruption of school operations, placement of a bomb or of a “look-alike” bomb on school premises will be considered a threat for the purpose of this policy.

It is also a violation of Board policy to communicate by any means that any toxic or hazardous substance or material has been placed, or will be placed, on school premises with the intent to endanger the safety and welfare of students or staff and/or to disrupt the operations of the schools. For the purpose of this policy, “toxic or hazardous substance or material” means any material or substance, including biomedical materials or organisms, that, when placed as threatened, could be harmful to humans.

B. Definitions

1. A **“bomb”** means an explosive, incendiary or poison gas bomb, grenade, rocket, missile, mine, “Molotov cocktail” or other destructive device.
2. A **“look-alike bomb”** means any apparatus or object that conveys the appearance of a bomb or other destructive device.
3. A **“bomb threat”** is the communication, by any means, whether verbal or non-verbal, that a bomb has been, or will be, placed on school premises, including possession or placement of a bomb or look-alike bomb on school premises.
4. **“School premises”** means any school property and any location where any school activities may take place

C. Development of Bomb Threat Procedures

The Superintendent/designee shall be responsible for developing and implementing procedures specific to bomb threats as part of the school unit's Crisis Response Plan. These procedures are intended to inform administrators and staff of appropriate protocols to follow in the event that a bomb threat is received and should include provisions to address:

1. Threat assessment (for the purpose of identifying a response that is in proportion to the threat, in light of what is necessary to ensure safety);
2. Building evacuation and re-entry (including selection of potential alternative sites for those who are evacuated);
3. Incident "command and control" (who is in charge, and when);
4. Communications contacts and mandatory bomb threat reporting;
5. Parent notification process;
6. Training for staff members; and
7. Support services for students and staff.

The Superintendent/designee will be responsible for overseeing a review or evaluation of bomb threat procedures prior to the Board's required annual approval of the school unit's Crisis Response Plan, or following implementation of the procedure in response to a specific threat.

D. Reporting of Bomb Threats

A student who learns of a bomb threat or the existence of a bomb on school premises must immediately report such information to the building principal, teacher, ~~the School Resource Officer~~ or other employee in a position of authority.

An employee of the school unit who learns of a bomb threat shall immediately inform the building administrator. The building administrator shall immediately take appropriate steps to protect the safety of students and staff in accordance with the school unit's bomb threat procedure, as developed under Section C, and inform the Superintendent of the threat.

All bomb threats shall be reported immediately to the local law enforcement authority, as provided in the bomb threat procedures.

The Superintendent shall be responsible for reporting any bomb threat to the Department of Education within two business days of the incident. Reports will include the name of the school, the date and time of the threat, the medium used to communicate the threat, and whether or not the perpetrators have been apprehended.

E. Student Disciplinary Consequences

Making a bomb threat is a crime under Maine law. Any student suspected of making a bomb threat shall be reported to law enforcement authorities for investigation and possible prosecution. Apart from any penalty imposed by law, and without regard to the existence or status of criminal charges, a student who makes a bomb threat shall be subject to disciplinary action by the school.

The administration may suspend and/or recommend for expulsion any student who makes a bomb threat. The making of a bomb threat will be considered deliberately disobedient and deliberately disorderly within the meaning of 20-A M.R.S.A. § 1001(9) and will be grounds for expulsion if found necessary for the peace and usefulness of the school.

In addition, a student who is found after hearing by the Board to have brought a bomb to school shall be expelled from school for at least one year in accordance with 20-A M.R.S.A. § 1001(9-A) and Policy JICIA, except that the Superintendent may modify the requirement for expulsion based on individual circumstances.

A student who has been identified through the **PET IEP** process as having a disability and whose conduct in violation of this policy is related to the disability shall be disciplined as provided in Policy JKF.

F. Aiding Other Students in Making Bomb Threats

A student who knowingly encourages, causes, aids or assists another student in making or communicating a bomb threat shall be subject to the disciplinary consequences described in Section E of this policy.

G. Failure to Report a Bomb Threat

A student who fails to report information or knowledge of a bomb threat or the existence of a bomb or other destructive device in a school building or on school property may be subject to disciplinary consequences, which may include suspension and/or expulsion.

H. Staff Disciplinary Consequences

A school system employee who makes or communicates a bomb threat will be reported to appropriate law enforcement authorities and will be subject to disciplinary action up to and including termination of employment.

Disciplinary action taken shall be consistent with collective bargaining agreements, other employment agreements and Board policies.

A school system employee who fails to report information or knowledge of a bomb threat or the existence of a bomb on school premises will be subject to discipline up to and including termination of employment.

I. Civil Liability

The school unit reserves the right to bring suit against any individual responsible for a violation of this policy and to seek restitution and other damages as permitted by law.

J. Lost Instructional Time

Instructional time lost as a result of a bomb threat will be rescheduled at the earliest **appropriate** opportunity, as determined by the Superintendent in consultation with the Board.

Time lost may be rescheduled on a weekend or vacation day, or after what would normally be the last day of the school year, except on days when schools must be closed as required by law.

K. Notification Through Student Handbook

All student handbooks shall address the school unit's bomb threat policy and procedures and explain the educational consequences of bomb threats. In addition, student handbooks shall notify students and parents that bomb threats violate Board policy and civil and criminal law.

Legal References: 18 U.S.C. §§ 921; 8921
 17-A M.R.S.A. § 210
 20-A M.R.S.A. §§ 263; 1001(9); 1001(9-A); 1001(17); 1001(18)
 Ch. 125 § 10.06 (Me. Dept. of Ed. Rules)

Cross References: EBCA – Crisis Response Plan
 JKD – Suspension of Students
 JKE – Expulsion of Students
 JKF – Suspension/Expulsion of Students with Disabilities
 JICIA – Weapons, Violence and School Safety
 JIC - Student Code of Conduct

EMERGENCY CLOSINGS AND CANCELLATIONS

Every reasonable attempt will be made to maintain the school calendar as adopted annually by the Board of Directors. However, the Superintendent is authorized to cancel school in the event of extreme conditions. Any decision to cancel school will be broadcast through the RSU's call/email notification system and announced via local radio and television stations.

Once in session, schools will remain open the entire school day except in an extreme emergency. In the event that school remains open, parents should use their own best judgment as to whether or not a particular student should attend school or be dismissed in the parent's care prior to the usual hour. Should an extreme emergency cause the Superintendent to dismiss schools early, announcements will be broadcast through the RSU's call/email notification system and made via local radio and television stations. Parents should make arrangements for their children as to where they should go in such an emergency if a parent is not at home. Every reasonable attempt will be made to contact the homes of pre-k students prior to such an emergency dismissal.

On any day that schools in RSU 19 are canceled or closed early because of hazardous weather conditions or an emergency, all activities are canceled for the day, including any form of practice, rehearsal or meeting. No district building or gym will be open for any type of practice or rehearsal either formal or informal.

Notwithstanding the foregoing, the Superintendent is authorized to alter RSU 19 activities to continue on a case-by-case basis.