

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



****September 20, 2016****

NOKOMIS REGIONAL HIGH SCHOOL 7:00 PM

I. Opening of Meeting

- A. Flag Salute
- B. Adjustments to Agenda
- C. Approval of Regular Minutes 8/16/16 and Special Minutes 8/30/16 *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. Report of Special Committees

- A. Budget/Finance Committee September 13, 2016
- B. Building Committee September 14, 2016
- C. Education Committee September 6, 2016
- D. Policy Committee August 30, 2016
 - 1. First Reading of Policies
 - GBGAB Possession of Medication by RSU 19 Employees
 - 2. Second Reading of Policies
 - EEAEA Student Transportation Driver Requirement, Training & Responsibilities
 - 3. Policies Re-Affirmed
 - a. ADC Electronic Cigarettes/Vaporizer Cigarettes (E-Cigarettes) Tobacco, Nicotine, Illegal & Controlled Substances Use and Possession
 - b. ADC-R Electronic Cigarettes/Vaporizer Cigarettes (E-Cigarettes) Tobacco, Nicotine, Illegal & Controlled Substances Use and Possession Administrative Procedure
 - c. ADC-R1 Discipline Guidelines K-12
 - d. JICH Drug and Alcohol Use by Students
 - e. JJIC Co-Curricular Policy Standards and Conduct for Participation
 - 4. Email regarding Transgender Issues
- E. Transportation Committee N/A
- F. Warrior Education Foundation Com. N/A

V. Old Business

- A. BAN Update

VI. New Business

- A. Superintendent’s Goals - Discussion

- B. Staff Resignations - Informational

- 1. Brenda Foss Pre-K Ed Tech II, HCS Personal
- 2. Jessica Freeman Sped Ed Tech III, N/P Accepted another position

Note: Two Ed Techs that were hired chose to take other positions: Tiffany Young-Poindexter and Ryan Pelletier.

- C. Staff Nominations

*Action

- 1. Nathan Dana Grade 3 HCS
- 2. Duaine Adkins Math 7/8 SOM
- 3. Crystal Dutil Math 5/6 SOM
- 4. Beth Borden Grade 1/2 HCS
- 5. Izaak Bolduc PE – 2.5 Days/Wk. CES

- D. Staff Appointments – Informational

- 1. Izaak Bolduc Sped Ed Tech III – 2 Days/Wk. CES
- 2. Maggie Rancourt Sped Ed Tech II SEB
- 3. Brian Dougeneck Sped Ed Tech III N/P
- 4. Marie Webb Sped Ed Tech III SOM
- 5. Skip Walsh Sped Ed Tech III HCS
- 6. Donna Hammond Title Ed Tech III N/P
- 7. Marisa Bradford Pre-K Ed Tech II HCS
- 8. Daniel Young Technology Technician District
- 9. Stephanie Bridges Cook EDS
- 10. Kelly Nickerson Spare Bus Driver
- 11. Charles Scharf Mechanic

- E. Staff Transfers - Informational

- 1. Jennifer Massow Title Ed Tech III at N/P to Long-Term Sub Gr. 3 STAL
- 2. Ben Jacobson Cook at EDS to Manager at SOM
- 3. Beatrice Osborne Manager at SOM to Manager at HCS

VII. Reports

- A. Superintendent
 - 1. MSMA Fall Conference – October 27 & 28
- B. Board Chair

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**

August 16, 2016

MEMBERS PRESENT: Shawn Coots, Jennifer Watson, Corinna Caron, Paul Carter, Samantha Brown, Christopher Easton, Evelyn Hickey, Fred Hickey, Susie Hopkins, Chris Pepin, William MacDonald, Robin McNeil, Don Mendell, Winn Price, Jody Mullis, Jason Scholten, Chad Stratton

MEMBERS ABSENT: Kenneth Sands, Eric Stitham

TOTAL MEMBERS PRESENT: 900

TOTAL MEMBERS ABSENT: 98

Others Present: RSU #19 Staff, Teachers, Community members, and Students.

I. Opening of Meeting

A. Flag Salute was rendered.

B. Adjustments to Agenda

Under VI. New Business add:

A. Draft Plan

F. New Hires

Add an Executive Session for a Personnel Matter and Consultation with Legal Counsel.

C. Approval of Minutes

A **motion** was made by Fred Hickey to accept the Board minutes from July 19, 2016, **seconded** by Samantha Brown and **voted** 795 for, 105 abstained (Paul Carter and Don Mendell). Motion passed.

A **motion** was made by Chad Stratton to accept the minutes from the August 3, 2016 Special Board Meeting, **seconded** by Fred Hickey and **voted** 750 for, 150 abstained (Corinna Caron, Paul Carter, and Jason Scholten). Motion passed.

II. Public Comment – None

III. Reading of Communication

A. Administrative Communications – Communication presented.

B. Superintendent/Board Communication – Communication presented.

IV. Report of Special Committees

A. Budget/Finance Committee July 6, 18, and August 3, 2016

B. Building Committee July 20, August 10, 2016
 Meetings will be the 2nd Wednesday of every month, with the next meeting taking place on September 14, 2016 at Corinna Elementary School.

- C. Education Committee - No meeting
- D. Policy Committee – No meeting
- E. Transportation Committee – No meeting
- F. Warrior Education Foundation Committees – No meeting

V. Old Business

A. BAN Update - Communication was presented.
 A **motion** was made by Fred Hickey to give opportunity for the Superintendent and the Business manager to meet with a local lender on Friday to determine whether the BAN can be sold; and if not, the Superintendent will access a BAN with a fee of \$9000, split over two years, **seconded** by Evelyn Hickey and **voted** 866, 34 abstained (Paul Carter). Motion passed.

VI. New Business

A. Draft Plan
 Communication was presented and no action taken.

- B. Staff Resignations - Informationsl
- | | |
|--|-------------------------|
| 1. Liza Rienhardt - Gr. 4 N/P | Personal |
| 2. Craig Cyr - Sped Ed Tech III, SOM | Return to College |
| 3. Teri Webb - ESL/Ed Tech | Accept another position |
| 4. Kaitlin Lee - Sped Ed Tech III, NRHS | Personal |
| 5. Alexaviera Fortier -Sped Ed Tech III NRHS | Accept another position |
| 6. Kyle McGeechan -Gr. 3/4 STAL | Accept another position |
| 7. Kali Berenyi -Gr. 1 HCS | Accept another position |
| 8. Amanda Sonntag -Gr. 7/8 Math, SOM | Accept another position |
| 9. Errol Lanpher -Bus Driver | Retirement |

Teachers who were going to be hired by RSU 19, but declined to accept other employment: 1) Sherri Everett - Gr. 3 HC and 2) Sarah Leach - Gr. 4 HCS

C. Staff Nominations

Name	Position	School(s)
Courtney Applebee	Grade 1	CES
Jamie Beck	Speech	District
Angela Gibney	Grade 3	EDS
Holly Brennan	Language Arts	EDS
Danielle Sullivan	Music/Band	EDS
Ted Warren	Science	EDS

Valerie Waterman	K-4 Resource Rm	HCS
Lauren Tata	Grade 3	HCS
Amanda Cotter	Grade 4	HCS or STAL
Sarah Atwater	Grade 2	N/P
Alisha Gustin	Grade 4	N/P
Tonya Roby	Grade K	N/P
Michael Orcutt	Math	NRHS
Roger Marden	Science	NRHS
Joshua Randazza	Speech	SEB / NRHS
Shane Cloutier	Music/Band	SOM/HCS/STAL

A **motion** was made by Chad Stratton to move the Staff Nominations as a block and to approve the Superintendent's nominations, **seconded** by Jason Scholten and **voted** 795 for, 107 against (Paul Carter and Don Mendell). Motion passed.

D. Staff Appointments – Informational

1. Pammula Giese Sped Ed Tech III
2. Annee Tibbetts Spare Bus Driver
3. Kathy Jackson Sped Ed Tech III

E. Staff Transfers - Informational

1. Dawn Trask Lit Coach at STAL to Lit Spec./Reading Rec. at EDS
2. Mary Glynn Grade 4 at HCS to Gifted & Talented K-8
3. Kori Dionne PE (.5) at CES to CTE at NRHS

F. New Hires

A **motion** was made by Chad Stratton to allow Mr. Hammer permission to hire new staff, **seconded** by Fred Hickey and **voted** unanimously.

VII. Reports

- A. Superintendent – Communication presented.
- B. Board Chair – Communication presented.

VIII. Executive Session for Personnel Matter and Consultation with Legal Counsel

A **motion** was made by Chad Stratton to enter into Executive Session at 8:05 pm for a personnel matter pursuant to 1M.R.S.A. 405(6)(A) and consultation with Legal counsel pursuant to 1M.R.S.A. 405(6)(E), **seconded** by Chris Easton and **voted** unanimously. The Board returned to open session at 9:02 pm. No action taken.

IX. Future Agenda Items

X. Next Meeting Dates

XI. Adjournment

The meeting was adjourned at 9:03 PM.

Respectfully submitted,



Mike Hammer
Secretary to the Board

Darcey LaPrade, Note Taker

REGIONAL SCHOOL UNIT 19
BOARD OF DIRECTORS' SPECIAL MEETING MINUTES
August 30, 2016

MEMBERS PRESENT: Samantha Brown, Chris Easton, Evelyn Hickey, Fred Hickey, Susie Hopkins, William MacDonald, Robin McNeil, Don Mendell, Jody Mullis, Chris Pepin, Winn Price, Kenneth Sands, Jason Scholten, Chad Stratton, Jennifer Watson

MEMBERS ABSENT: Corinna Caron, Paul Carter, Shawn Coots, Erik Stitham

TOTAL MEMBERS PRESENT: 794

TOTAL MEMBERS ABSENT: 204

Others Present: Mike Hammer, Trish Hayes, Maxine Pare

I. Opening of Meeting

A. Flag Salute was rendered.

II. Approve the Budget Validation Referendum Warrant and Signing of Warrant

Motion was made by Chad Stratton, to move that the Vote entitled, "Vote to Call and Approve the Warrants and Notices of Election for the Budget Validation Referendum," be approved in form presented to this meeting and that a copy of said Vote be included with the minutes of this meeting.

VOTE TO CALL AND APPROVE THE WARRANTS AND NOTICES OF ELECTION FOR THE
BUDGET VALIDATION REFERENDUM

WHEREAS, the July 28, 2016 Regional School Unit budget meeting was adjourned to a time certain on August 24, 2016, which adjournment obviated the need for the budget validation referendum previously called for September 27, 2016;

NOW THEREFORE, the School Board of Regional School Unit No. 19 hereby votes as follows:

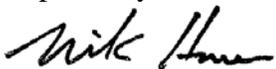
That the Warrants and Notices of Election Calling Regional School Unit Budget No. 19 Validation Referendum presented to the meeting be approved, and that a Regional School Unit budget validation referendum be called for September 27, 2016, for the purpose of approving the budget adopted at the August 24, 2016, Regional School Unit budget meeting for the 2016-2017 fiscal year.

Motion was **seconded** by Ken Sands and **voted** unanimously.

III. Adjournment

The meeting was adjourned at 7:04 pm.

Respectfully submitted,



Mike Hammer
Secretary to the Board

Finance Committee Meeting

DATE: September 13, 2016

LOCATION: Regional School Unit #19 Central Office

Members Present: Robin McNeil, Susie Hopkins, Evelyn Hickey, Corinna Caron, Samantha Brown, Bill MacDonald, Don Mendel

Staff Present: Mike Hammer, Trish Hayes, Maxine Pare

1. Public Comments: None
2. Update on Bond Anticipation Note (BAN): Mr. Hammer updated the committee on the BAN, explaining that he is working with legal counsel and an independent financial advisor to secure a \$4.4 million BAN. There are still some details to be worked out. Mike hopes to provide more information at the next board meeting. Mike stressed that we will move ahead with financing as this project is an important part of strengthening the district's future. (The Plan)
3. Status of Accounts Payable: Mike and Trish reviewed the status of accounts payable with the committee. Robin noted that we are currently only two months behind with Anthem – August and September. The bulk of the current accounts payable is the amount due Oak Point Associates for building project work. (The Plan)
4. Review and Discussion of Finance Policies: As part of The Plan the committee reviewed and commented on the finance-related policies that the policy committee will review on September 27, 2016. Suggestions were noted to review with the policy committee.
5. Wage Agreement Forms for Hourly & Salaried Positions: Mike explained the need to clarify the benefits due to other than contracted people (teachers, support staff). Contracts used in the past don't fit the need and are not specific enough - clearly outlining salary and benefits will benefit both the employees and leadership of the district. (The Plan)
6. Other: None
7. Adjournment – 8:42 PM

References to "The Plan" are items identified in the Regional School Unit #19 Stabilization Plan for improving the financial strength of the district and are noted to show that the plan is a living document which the committee and leadership are committed to.

The plan can be found at:

<http://www.rsu19.org/files/district/budget/RSU%2019%20Improvement%20Plan%208.1.16.pdf>

RSU 19 Education Committee

Minutes: September 6, 2016

Members Present: Ken Sands, Samantha Brown, Susie Hopkins, Robin McNeil, Chad Stratton

Members Absent: Paul Carter, Don Mendell, Winn Price

I. Public Comment

Sherri Gould asked what the Education Committee's goals are for 2016-2017. In the absence of any developed, she requested that the committee set goals and develop an action plan to meet those goals. Don Roux suggested that the Education Committee and the Finance Committee may want to hold some joint meetings to collaborate.

II. Curriculum Update

Sherri Gould shared that upon learning that Dr. Morse would not return from medical leave this year, Sherri had rescinded her resignation as the Curriculum Steering Committee Coordinator and was excited to return to the position. She reported that the CSC met for the first time today for this academic year. Subject Area Leaders (SALs) will continue to develop summative assessments (piloting and revising them as appropriate), unpack performance indicators to write learning targets, build unit plans for each of the assessments, and finalize topic charts as we continue to work toward district-wide consistency.

One of the decisions that will need to be made this year will be around how math will be taught in the district.

In June 2016, the CSC added a Pre-K SAL to its membership. This year, a Health SAL has been included as well. Sherri, Jean Haeger (GSP), Mr. Hammer, and Jane Blais (MSFE) will meet soon to finalize some remaining details: revised SAL job descriptions and stipend amounts; SAL and Assistant SAL for Social Studies and Career & Education Development; and scheduling half-day/all-day work sessions by content-area for the year.

III. Review of Bullying and Conflict Resolution Discussion

Don Roux explained some examples of what bullying is and what it is not. He may have had (8) actual cases last year, most of them included some form of cyberbullying. He is addressing this through emphasis on Positive Behavior Intervention and Support - rewarding students for positive behavior. He is also using some aspects of restorative justice - having students reflect on how their actions affect others and how to fix the situation.

Chad asked if there was a correlation between bullying and attendance. Don discussed that this isn't the case and it is other factors affecting attendance.

Ellen Surprenant, Lori Merrow, and Denise Kimball discussed the elementary aspect of bullying. It isn't really an issue based on the age and maturity of the students.

Ellen referenced the flow chart detailing the choice to identify bullying as such. The elementary grades focus on dealing with feelings, teachable moments in peer interactions, being positive and kind and specifically the language of adults in dealing with these situations - supporting the students. Corinna is doing a book study on the "Power or Words".

Hartland has had numerous parent events in the spring, fall and has presently passed on the challenge to the PTF group. They have had the Maine Parent Federation included as well. Attendance of parents is an issue.

At Sebecook, Angela articulated some of some concerns that Somerset experiences, including a lot of bus issues brought into school. She and her staff are focussed on decision making, perception of the situation, contacting parents early and having a protocol for handling the situation. She prefers to have intervention at the lowest level with the person directly involved with the situation being the first to handle it. Lastly, having students looking at their personal choices and giving them the resources and tools to handle these situations.

Cell phones were quickly discussed. They are to be out of sight and if it becomes a habitual problem parents become involved and we ask that they not come to school. The fact that students depend on them for security is important to remember.

Committee would like to hear from Ms. Nadeau at the next meeting.

IV. Student Enrollment

Robin indicated that she and Ray had discussed this and that it needs to be a focus of the district. We need to understand the perception of parents on this and are there things we can offer or "fix" to get students back into our schools.

Separate grade appropriate meetings with parents may be an option as is reaching out to them independently. (Mike will forward list of home schoolers to all principals for follow up)

Are there areas we can focus on or specialize in to get more students? Tri County was mentioned as a bright spot.

V. Other

Brought up as Public Comment

Some discussion on Science, Social Studies content while we have been focused on Math and ELA. We haven't been standing still, the focus on ELA has a positive impact on other areas. We will need to see how curriculum improvements affect the bottom line of the budget.

VI. Items for Next Agenda

Visit from guidance regarding college entrance requirements

Alternative Education

NWEA and SAT data

Extra Curricular programs as educational experiences

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Mike Hammer". The signature is written in a cursive style with a large initial "M" and a long, sweeping underline.

Mike Hammer
Superintendent of Schools

REGIONAL SCHOOL UNIT 19
POLICY COMMITTEE MEETING MINUTES
August 30, 2016



Committee Members Present: Winn Price, Samantha Brown, Chris Easton, Bill MacDonald, Don Mendell, Jody Mullis

Others Present: Mike Hammer, Robin McNeil, Maxine Pare, Mark Babin

I. Public Comment - None

II. Policy Review

A. Policies from previous meeting(s):

1. ADC Tobacco Use and Possession

ADC-R Tobacco Use and Possession Administrative Procedure

ADC-R1 Tobacco Use and Possession Admin. Procedure Discipline Guidelines

This policy and regulations were reviewed, minor wording changes made, and consensus was to present to the Board for reaffirmation.

2. JICH Drug and Alcohol Use by Students

No changes were made after reviewing and this policy and it will be taken to the Board for reaffirmation.

3. GBGAB Possession of Medication by RSU 19 Employees

This policy is ready to be presented to the Board for a first reading.

4. JJIC Co-Curricular Policy Standards and Conduct for Participation – Mark Babin

Extra-curricular guidelines will remain the same for now. This will change when we discuss grading policies with proficiency based education. Policy will be taken to the Board for reaffirmation.

5. CBI Evaluation of Superintendent

Mike and Robin will work on a form for the evaluation.

6. CCA Organizational Chart (Chris)

Mike will draft a chart to be presented at the next Committee meeting.

III. Other

Winn brought up an email he and the Board had received regarding transgender issues and, after a brief discussion by this Committee, it was recommended that this be discussed by the full Board.

IV. Adjournment

The meeting was adjourned.

Respectfully submitted,

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

Mike Hammer
Superintendent of Schools

Possession of Medication by RSU #19 Employees

The Board recognizes that employees of RSU #19 may require medication during working hours. The district will not deny occupational opportunities to employees requiring the administration of medication in order to remain in attendance and ~~participate~~ **perform** in duties outlined in their job description.

The intent of this policy is to promote the safe self-administration of medication and the prevention of this medication being acquired by students while the employee is working on and/or off the premises.

The Board disclaims any and all responsibility for the diagnosis, prescription of treatment, and administration of medication for any employee, and for any injury arising from an employee's self-administration of medication.

DEFINITIONS

“Administration” means the provision of prescribed medication to an employee according to the orders of a health care provider.

“Health care provider” means a medical/health practitioner who has a current license in the State of Maine with a scope of practice that includes prescribing medication.

“Medication” means prescribed drugs and medical devices that are controlled by the U.S. Food and Drug Administration and are ordered by a health care provider. It also includes but is not limited to, over-the-counter medications (OTCM) that can be purchased by individuals without going through the pharmacy or prescribed by the employee's health care provider, such as cough syrups, stomach acid relief, head and body ache remedies, eye relief etc. Physical properties may include but are not limited to; tablet, liquid, soft gel chewable or drop form, creams, ointments and sprays.

~~“School nurse” means a registered professional nurse with Maine Department of Education certification for school nursing.~~

“Self-administration” is when the employee administers medication independently to him/herself with or without direct supervision.

SELF ADMINISTRATION OF MEDICATION

A. Health Care Provider's Order: All medications, prescribed or self-purchased, must be in the original container.

If prescribed, such order must include:

1. The employee's name;
2. The name of the medication;
3. The dose;
4. The route of administration (e.g., tablets, liquid, drops);
5. Time intervals for administration (e.g., every four hours, before meals) including any special instructions; and
6. The name of the prescribing health care provider.

Over the Counter Medications (OTCM) will be kept in the original container, secured in personal property, including but not limited to bags, backpacks, purses, pockets, etc. not visible in plain sight. Medications of any type or form shall not be stored in the property of the RSU unless first secured in personal property.

The Superintendent and/or administrator shall be responsible for providing oversight for:

1. Safe transport of medication while on school grounds;
2. Accountability for medications, particularly those regulated by the Federal Narcotics Act;
3. Proper storage of medication while at school; and
4. For disciplinary actions on an individual basis.

Medication will not be disposed of on RSU#19 grounds. Disposing of medication on school grounds is justification for disciplinary action.

RSU #19 encourages employees to:

- Be concerned about working in a safe environment;
- Support fellow workers in seeking help;
- Use the employee assistance program; and
- Report dangerous behavior to their supervisor.

Cross Reference: JLCD Administration of Medication to Students

RSU 19 STUDENT TRANSPORTATION DRIVER REQUIREMENTS, TRAINING AND RESPONSIBILITIES

Introduction

The RSU 19 student transportation driver is responsible for safeguarding the lives of children in performance of his/her duty. The work requires physical strength, mental poise, ability to cope effectively with emergencies, excellent driving skills and an ability to relate positively with students. As a general rule only RSU 19 employees are allowed to operate RSU 19 vehicles.

Part I—RSU 19 Student Transportation Employees

A “*Student Transportation Employee*” is a person employed in a position for which a primary responsibility is transporting students, or a substitute in such a position.

A. Operator's License

All RSU 19 student transportation employees must hold a valid operator license with any required endorsement for the class of vehicle they are operating issued by the Maine Secretary of State. All drivers are required to participate in in-service training provided for drivers by the school unit.

B. Annual Medical Examination

All RSU 19 student transportation employees must undergo an annual physical examination and submit the completed School Bus Driver Physical Examination Form to the Superintendent/designee. If the physical examination is not provided or reimbursed by another employer, physical examinations shall be conducted by a physician selected by the school unit and paid for by the school unit unless the driver chooses to be examined by another physician.

Should the driver choose to be examined by a physician of his/her choice, it will be at the driver's own expense. The Board will reimburse the driver for any out of pocket expenses accrued for the physical, up to the Board-selected physician's rate for a physical.

Annual examinations must be completed during the three months preceding the start of the school year for regular drivers. New and substitute bus drivers must complete the examination before beginning their driving duties, and thereafter on the previously stated annual schedule.

C. Drug and Alcohol Testing

RSU 19 student transportation employees will comply with policies EEAEAA and EEAEAA-R.

D. Use of Communications Devices

In the interest of safety, school unit employees and private contract drivers are prohibited from using cell phones and electronic communications devices while transporting students or other staff on official school business. School Unit employees and private contract drivers may only use a cell phone or electronic communication device as required by the school for safety purposes, during an emergency situation, or to call for assistance in the event of a mechanical problem, and the vehicle must be stopped or parked if practical. Radio transmission to the bus garage or among buses may be made while vehicle is in motion, as necessary.

E. Annual Motor Vehicle Records Check

Each school bus driver operating a vehicle carrying 10 or more passengers shall undergo a state motor vehicle records check before driving, and annually thereafter.

Part II—RSU 19 Private Contract Drivers

A “*Private Contract Driver*” is a driver who transports children for RSU 19 under contract.

Private contract drivers are required to meet the following criteria to be eligible to transport students:

A. Operator's License

All RSU 19 private contract drivers must hold a valid operator license with any required endorsement for the class of vehicle they are operating issued by the Maine Secretary of State.

B. Annual Medical Examination

All RSU 19 private contract drivers must undergo an annual physical examination and submit the completed School Bus Driver Physical Examination Form to the Superintendent/designee. If the physical examination is not provided or reimbursed by another employer, physical examinations shall be conducted by a physician selected by the school unit and paid for by the school unit unless the driver chooses to be examined by another physician.

Should the driver choose to be examined by a physician of his/her choice, it will be at the driver's own expense. The Board will reimburse the driver for any out of pocket expenses accrued for the physical, up to the Board-selected physician's rate for a physical.

Annual examinations must be completed during the three months preceding the start of the school year for regular drivers. New and substitute bus drivers must complete the examination before beginning their driving duties and thereafter on the previously stated annual schedule.

C. Drug and Alcohol Testing

RSU 19 private contract drivers will comply with policies EEAEAA and EEAEAA-R.

D. Use of Communications Devices

In the interest of safety, school unit employees and private contract drivers are prohibited from using cell phones and electronic communications devices while transporting students or other staff on official school business. School Unit employees and private contract drivers may only use a cell phone or electronic communication device as required by the school for safety purposes, during an emergency situation, or to call for assistance in the event of a mechanical problem, and the vehicle must be stopped or parked if practical.

E. Annual Motor Vehicle Records Check

Each school bus driver operating a vehicle carrying 10 or more passengers shall undergo a state motor vehicle records check before driving, and annually thereafter.

F. Insurance

A private contract driver must possess comprehensive insurance coverage, with an accident liability coverage meeting requirements established by the superintendent if using a privately owned vehicle.

G. Background Check

A private contract driver shall have a “Fingerprinting/Criminal History Background Check” via the Department of Education's protocol before transporting student(s).

NOTE: Parents/guardians who are compensated mileage for transporting their own child(ren) will not be subject to the requirements of this policy.

Other RSU 19 Employees with Student Driving Responsibilities (see Policy EEBB)

Legal Reference: 49 CFR Parts 40 and 382
26 MRSA §§ 681(8)(B); 685(2); 689
Uniform School Bus Standards, 081(6)

Cross Reference: EEAEAA - Drug and Alcohol Testing of Bus Drivers
EEAEAA-R - Drug and Alcohol Testing of Bus Drivers – Administrative
Procedure
EEBB - Use of Private Vehicles for School Business

**ELECTRONIC CIGARETTES/VAPORIZER CIGARETTES (E-CIGARETTES)
TOBACCO, NICOTINE, ILLEGAL & CONTROLLED SUBSTANCES
USE AND POSSESSION**

In order to promote the health, ~~welfare~~ wellness and safety of students, staff and visitors and to promote the cleanliness of RSU 19 facilities, the Board prohibits smoking and all other use of electronic cigarettes/vaporizer cigarettes (e-cigarettes) and tobacco, nicotine, illegal and controlled substances (T.N.I.C.S.) products in school buildings and other school unit facilities, on school buses, and on school grounds at all times by all persons.

In addition, students are further prohibited from possessing, selling, distributing or dispensing ~~tobacco~~ e-cigarettes and/or T.N.I.C.S. products in school buildings, facilities and on school grounds and buses during school-sponsored events and at all other times.

Employees and all other persons are also strictly prohibited, under law and Board policy, from selling, distributing or in any way dispensing ~~tobacco~~ e-cigarettes and/or T.N.I.C.S. products to students.

Legal Reference: 22 MRSA §§ 1578(B), 1580(A)(3)
Me. PL 470 (An Act to Reduce Tobacco Use By Minors)
20 USC 6081-6084 (Pro-Children Act of 1994)

Adopted: 5/19/09
Revised:

**ELECTRONIC CIGARETTES/VAPORIZER CIGARETTES (E-CIGARETTES)
TOBACCO, NICOTINE, ILLEGAL & CONTROLLED SUBSTANCES
USE AND POSSESSION ADMINISTRATIVE PROCEDURE**

I. Prohibited Conduct

a. Students

Use, possession, sale, dispensing or distribution of electronic cigarettes/vaporizer cigarettes (e-cigarettes) and tobacco, nicotine, illegal and controlled substances (T.N.I.C.S.) products by all students is prohibited at all times in school facilities, on school grounds and buses, and during school-sponsored events held away from school.

b. Employees and All Other Persons

The use of ~~tobacco~~ e-cigarettes and/or T.N.I.C.S. products by employees and all other persons is prohibited at all times in RSU 19 school facilities, on school grounds and in buses. The use of ~~tobacco~~ e-cigarettes and/or T.N.I.C.S. products by employees or volunteers is prohibited during school-sponsored events held away from school. In addition, employees and all other persons are strictly prohibited, under law and RSU#19's policy/administrative procedure, from selling, dispensing or distributing ~~tobacco~~ e-cigarettes and/or T.N.I.C.S. products to students.

No student, employee or visitor shall smoke, vaporize (vape), chew or snuff any tobacco-based or illegal substance on school grounds or at school events. Also prohibited is any form of smoking or vaping any other substance.

II. Enforcement

In order to enforce ~~the tobacco products~~ this policy, the following guidelines shall be utilized by the principal or a school in which prohibited conduct occurs. The principal shall report any violations of this policy/administrative procedure as promptly as practicable, to the superintendent.

- A. The superintendent shall develop disciplinary guidelines for students violating this policy/administrative procedure, which shall be attached to this administrative procedure.
- B. The superintendent or designee reserves the right to refer students to a law enforcement agency, on a case-by-case basis, as the superintendent may deem necessary. However, the superintendent/designee shall refer to a law enforcement agency any student reasonably suspected of selling, dispensing or distributing ~~tobacco~~ e-cigarettes and/or T.N.I.C.S. products.
- C. Other Persons in Violation
All other persons violating this policy, e.g., employees, visitors, shall be

CODE: ADC-R

immediately directed to cease the violative behavior. In addition, all persons suspected of selling, distributing or in any way dispensing ~~tobacco~~ e-cigarettes and/or T.N.I.C.S. products to students shall be referred to a law enforcement agency.

Any employee violating this policy shall be subject to appropriate disciplinary measures.

III. Notices

RSU 19's policy and corresponding disciplinary actions for infractions of this policy shall be distributed to employees and printed in student handbooks. Parents/guardians shall also be sent notification in writing of RSU 19's ~~tobacco~~ e-cigarettes and/or T.N.I.C.S. policy and administrative procedures. Notices shall be signed by parents/legal guardians and returned to the school where they shall be kept on file.

Legal Reference: Title 22 MRSA, Section 1578-B
Public Law 470 - An Act to Reduce Tobacco Use by Minors
20 USC 6081- Pro-Children Act of 1994 (Goals 2000)

DISCIPLINE GUIDELINES
RSU 19
K-12

Reference: **Electronic Cigarettes/Vaporizer Cigarettes (E-Cigarettes), Tobacco, Nicotine, Illegal & Controlled Substances (T.N.I.C.S.)**

Use and Possession Administrative Procedure

Students who violate Board Policy ADC entitled **Electronic Cigarettes/Vaporizer Cigarettes (E-Cigarettes) Tobacco, Nicotine, Illegal & Controlled Substances Use and Possession** shall be disciplined by the appropriate building administrator on an individual basis. The following are established guidelines that are intended to assist the building administrator when dealing with student violations.

Please note that the RSU 19 policy indicates that the school administrator reserves the right to refer students to a law enforcement agency on a case-by-case basis as the administrator may deem necessary. Additional disciplinary guidelines are also referenced in individual, general, and extra curricular policies.

1. A student who is found to be in the possession of an **electronic e-cigarette and/or T.N.I.C.S.** product will be referred to the students' parent/guardian immediately.
2. Use of an **electronic e-cigarette and/or T.N.I.C.S.** product by a student enrolled in RSU 19 will result in the following:
 - a. **First Offense** - Students violating this policy shall receive in-house suspension by their building principal or designee for five (5) school days. Parents shall be informed of the suspension and grounds for suspension. Proper authorities will be notified. The student shall be referred to the school counselor, student assistance team, or other available resources for cessation classes and or substance abuse counseling.
 - b. **Second Offense** - Students violating this policy on a second occasion within 365 days of a first offense shall be suspended for ten (10) school days and shall be brought before the School Board for an expulsion hearing. Parents will be informed and proper authorities notified. The student shall be referred to the school counselor, student assistance team, or other available resources for cessation classes and or substance abuse counseling.
 - c. **Furnishing Offenses** - Any student who sells or otherwise furnishes **electronic e-cigarettes and/or T.N.I.C.S.** products to another shall be treated as provided above for second offense. The building administrator shall involve the proper authorities immediately.

DRUG AND ALCOHOL USE BY STUDENTS

The School Board and staff of the school unit support a safe and healthy learning environment for students that is free of the detrimental effects of drugs and alcohol. Accomplishing this goal requires a cooperative effort among school staff, students, parents, law enforcement and organizations concerned with the use of drugs and alcohol by school-aged youth.

In order to promote the safety, health and well being of students, the School Board endorses a three-pronged approach to address the issue of drug and alcohol use; prevention/education; intervention and discipline. The Superintendent is responsible for developing appropriate administrative procedures, curricula and programs to implement this policy.

A. Prohibited Conduct

No student shall distribute, dispense, possess, use or be under the influence of any alcoholic beverage, malt beverage, fortified wine or other intoxicating liquor. Nor shall a student manufacture, distribute, dispense, possess, use or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid, any other controlled substance defined in federal and state laws/regulations, any look-alike substance, or any substance that is represented to be a controlled substance.

These prohibitions apply to any student who is on school property, who is in attendance at school or at any school-sponsored activity, or whose conduct at any time or place directly interferes with the operations, discipline or general welfare of the school.

Each student wishing to participate in any co/extra curricular activity and the student's custodial parent or guardian shall agree in writing to the provisions of this policy – **including the possibility of random drug testing**. No student shall be allowed to participate in any co/extra curricular activity without such consent.

Each student wishing to participate in any co/extra curricular activity is subject to the RSU 19 Drug and Alcohol Use by Students Policy for each year in which the student is involved in co/extra curricular activities. Co/extra curricular activities are subject to this policy every day of the year. (It applies 24 hours a day, seven days a week for the whole year.)

B. Random Drug Testing

The Board authorized random drug testing of students participating in co/extra curricular and school sponsored activities.

C. Disciplinary Action

Students are subject to the following discipline for possessing or using any “prohibited substance” or possessing related paraphernalia or being under the influence of any prohibited substance:

First Offense (Non-furnishing) - Students violating this policy shall be suspended by their building principal or designee for five (5) school days. Parents shall be informed of the suspension and grounds for suspension.

Second Offense - Students violating this policy on a second occasion, within 365 days of a first offense, shall be suspended for ten (10) school days and shall be brought before the School Board for an expulsion hearing.

Furnishing Offenses – Any student who sells or otherwise furnishes a “prohibited substance” to another shall be treated as provided above for second offenses. Building shall involve the proper authorities immediately.

D. Prevention/Education

The school unit will provide students with appropriate information and activities focused on educating students about drugs and alcohol and preventing their use. Programs shall teach students that the use of drugs and alcohol is wrong and harmful; how to resist peer pressure; and address the legal, social and health consequences of drug and alcohol abuse.

E. Intervention

The school unit will establish a team approach to intervene with students with drug/alcohol problems. Students will be assisted in addressing their drug/alcohol problems and in continuing their educational program. Students will be provided with information and referral, if necessary, to aid them in obtaining assistance from appropriate community organizations. Student records concerning such interventions shall be kept confidential as required by state and federal laws.

F. Due Process

It shall be the Principal's responsibility in the respective schools for the fair enforcement and administration of this policy. The Principal may take whatever steps deemed necessary to investigate reported violations. The principal shall notify parents and may seek assistance from the Superintendent. Whether or not the Principal seeks assistance from the Superintendent, the Principal shall keep the Superintendent informed of

- any reported violations;
- the progress on any investigations; and
- the results - including any punishment- of any investigations.

The Superintendent shall be responsible for supervising the Principals in the completion of their responsibilities. The Superintendent is responsible for insuring continuity and compliance with all School Board policies and regulations relating to student drug use (involvement of DHS, law enforcement, media, etc.)

Any student or parents of a student punished pursuant to this policy may appeal the Principal's decision to the Superintendent and are still not satisfied, may then appeal to the School Board. The Board will hear in executive session from the Superintendent, the Principal, the student and any other sources for information relating to the alleged violation and the punishment, therefore, consistent with protecting the student's privacy interest. The Board may either decide to confirm the Principal's decision or upon a finding that no violation occurred; dismiss it or issue a decision confirming a violation but imposing an alternative punishment as authorized by District policy.

Students are reminded that they do not own their lockers. School lockers remain the property of the School and may be subject to search, with or without notice to the students, at the discretion and with the permission of the school administration. Students' personal property (knapsacks, book bags, vehicles, gym bags, etc.) may be subject to search if there is reasonable suspicion that the search may yield evidence related to illegal activity or endanger the safety of others. However, absent the application of any other policy, student's personal property remains subject to all rights and privileges enjoyed in that property outside the school circumstances-but enjoys no greater protections because it is on school property.

G. Policy Communication

The school unit shall distribute this policy and appropriate related information to staff, students and parents on an annual basis through handbooks and/or other means selected by the Superintendent and building administrators.

Legal Reference: 21 USC § 812 (Controlled Substances Act)
21 CFR Part 1300.11-15
P.L. 101-226 (Drug-Free Schools and Communities Act
Amendments of 1989)
17-A MRSA § 1101
42 USC § 290dd-2
42 CFR § 2.1 et seq.
20-A MRSA §§ 1001(9); 4008

Cross Reference: GBEC – Drug-Free Workplace
JICIA – Weapons, Violence and School Safety
JKD – Suspension of Students
JKE – Expulsion of Students
JLCD – Administering Medication to Students
JRA – Student Records

RSU 19
Co-Curricular Policy Standards and Conduct for Participation

Definition

For the purpose of this policy, co-curricular activity includes all activities listed in the Comprehensive Agreement between the RSU 19 Board of Directors and the RSU 19 Teachers Association. This policy will also cover any extra-curricular activity that the RSU 19 Board of Directors allows to become part of the activities listed in the Comprehensive Contract.

Academic

Recognizing that participation in co-curricular activities is a privilege, which must be earned and maintained, RSU 19 has established the following criteria for eligibility in all extra-curricular activities.

1. The student must be a regularly enrolled student carrying the equivalent of a minimum of six credits at the high school (five for seniors.) Middle school students must have an approved schedule of classes. Home schooled athletes' participation shall be governed by the home school participation policy (IHBGA).
2. The student must maintain regular daily attendance. Students with unexcused absences will be placed on monitor status. Eligibility of these students will be determined by building administration.
3. The student must maintain a passing grade in all classes as determined at mid-term and at quarter end and a cumulative 70 average. Partially meeting standards is determined to be a minimum passing grade and a cumulative 70 average. Eligibility of students under an alternate program or an IEP will be determined by IEP team or building administration.
4. Deficiency notices will be issued for all student in danger of/or failing at mid-quarter.
5. Students who fall below the criteria at either mid-term or quarter-end become ineligible and may not participate in any competition for a minimum of one week. At the end of one week, grades of ineligible students will be monitored. If all criteria are met, the ineligible student will be cleared to play but remain on weekly progress monitoring. Progress monitoring will continue until the next mid-term or quarter end. During this time, the student will return to ineligible status if the weekly progress monitoring determines they are not meeting the criteria. Students on monitoring status will return to normal status if at the next mid-term or quarter end they are meeting the criteria. Any student athlete who is ineligible may not leave school early to attend co-curricular events.
6. High school students wishing to withdraw from classes must do so during the add-drop period or withdraw with a passing grade. Failure to do so will result in ineligible status for a period of one week.

Citizenship

It is the Board's position that good citizenship is a requirement for extra-curricular participation. All participants in co-curricular activities are expected to observe all school and coach/advisor rules, procedures, and policies. Violation of any of these expectations may lead to disciplinary action. It is also the Board's position that the following are criteria of good citizenship:

- Show concern for the success and safety of others.
- Use non-judgmental language that does not offend or demean.
- Do the right thing, especially when it is difficult.
- Do the right thing, even when no one is looking.
- Take responsibility for your actions.
- Reflect on how your actions affect the welfare of others.

Students who do not reflect these values may be placed on probationary status with eligibility determined by the building administration.

Rules of Participation

Prohibited substances are unhealthy as well as illegal. Any member of an interscholastic athletic team will be subjected to disciplinary action if he/she is **part** of any of the following during the school year:

Self admission, proof of possession, or use of intoxication beverages, illegal drugs, or tobacco (including chewing tobacco.) This may include, but not be limited to, being present in a vehicle transporting illegal drugs or alcohol or (knowingly) being and/or participating in an area in which illegal alcohol and/or illegal drugs are being unlawfully consumed.

Each student wishing to participate in any co-curricular activity is subject to the RSU 19 Drug and Alcohol Use by Students Policy for the entire school year in which the student is involved in co-curricular activities. The school year begins with the first day of Fall Season and ends with the last day of school or the last scheduled activity event, whichever is the latest date. In addition to the substance abuse policy (JICH) students involved in co-curricular activities will be subject to the following discipline:

- **First Violation:** The student will be removed from the co-curricular activity for the period of time listed:

1. Football, Golf, Track	2 games/meets
2. Soccer, Field Hockey, Baseball, Softball, Wrestling	3 games/meets
3. Basketball, Cheering	4 games

(A violation during cheering may result in the loss of a competition)

In addition to the suspension, the suspension will result in a mandatory meeting with school officials prior to reinstatement to the team.

In all other co-curricular activities, time suspended will be determined by the advisor and approved by building administration.

- **Second Violation:** The student will be dismissed from the team for the remainder of that season and from all co-curricular programs until the student provides the school with proof of enrollment in a school approved alcohol or drug rehabilitation program.
- **Third Violation:** If a student violates the prohibition rule a third time during a school year, they may become ineligible for co-curricular activities for one calendar year.
- **Second Dismissal:** Any student receiving a second season dismissal during their time at Nokomis may become ineligible for co-curricular activities for the remainder of their time at Nokomis.

Violations accumulate for the current school year. Violations in successive seasons but in different school years will be considered multiple infractions.

Cross Reference: JICH Drug and Alcohol Use by Students
 IHBGA Home School Participation in School Programs

September 1, 2016

VIA EMAIL

Michael Hammer
Superintendent of Schools
R.S.U. 19
182 Moosehead Trail
P. O. Box 40
Newport, ME 04953

RE: Transgender Issues

Dear Mike:

As you requested, I am writing to provide you with a brief outline of the District's obligations with regard to accommodating transgender students in school facilities including restrooms and locker rooms.

By way of background, facilities use is an issue of discrimination because one definition of discrimination is "to separate or segregate." When a school prohibits a transgender student from using the bathroom assigned to the gender that student identifies with, the school is "separating or segregating" that student from other students who identify as the same gender. The legal question involved, therefore, is whether the law prohibits schools from discriminating (separating or segregating) against students with the same gender identities when their biological sex differs.

There are two different laws that are potentially applicable to this issue. The first is a federal law, Title IX of the Education Amendments of 1972 ("Title IX"), which prohibits discrimination on the basis of sex in education. On its face, this law does not provide protection on the basis of gender identity. However, on May 13, 2016, the United States Department of Education Office of Civil Rights ("OCR") issued guidance to schools stating that Title IX protects students against discrimination based on their gender identity, meaning, among other things, that schools are required to allow transgender students to use facilities consistent with their gender identity. In a highly publicized decision issued on August 21, 2016, the United States District Court for the District of Texas issued an order enjoining OCR from enforcing that guidance. There has been no final ruling on the reach of Title IX and thus this is an area of the law that is in flux and at this point it is impossible to predict with any certainty whether and what requirements Title IX imposes on schools with regard to transgender students.

In addition to the federal Title IX, schools in Maine are also governed by a state antidiscrimination statute, the Maine Human Rights Act (the "MHRA"). There are two sections

of the MHRA that govern the relationship between RSU 19 and its students: Subchapter 5,¹ which prohibits unlawful discrimination in places of public accommodation;² and Subchapter 5-A,³ which prohibits unlawful discrimination in the provision of educational opportunities. The MHRA is different from Title IX because it is not limited to discrimination on the basis of sex. Rather, under the MHRA, the term “unlawful discrimination” is defined to include discrimination on the basis of sexual orientation which, in turn, is defined to include a person’s gender identity.

The MHRA is also different from Title IX because with regard to the obligations of a school/place of public accommodation toward transgender individuals, the law is not in flux. Rather, it is clearly defined. In January, 2014, the Maine Supreme Judicial Court issued its decision in *Doe v. Regional School Unit 26*,⁴ a case in which the Court was asked to consider whether a public school unit discriminated against a transgender girl (a biological male) when it permitted her to use a unisex, non-communal bathroom but denied her access to the girls’ bathroom. The Court held that denying the student access to the bathroom that was consistent with her gender identity constitutes sexual orientation discrimination in violation of the MHRA. In addition to being required by the Court to allow transgender students access to facilities consistent with their gender identity, the district in that case ended up paying the student and her attorneys \$75,000.

The Maine Supreme Judicial Court is Maine’s highest court and, unless the Maine legislature changes the law, its ruling in the *Doe* case is the final word on the law in this state. Schools that fail to comply with the law as the Maine Supreme Court has spelled it out put themselves at risk of liability for claims by transgender individuals who are discriminated against, including by being restricted from facilities that other individuals with their gender identity (as opposed to biological sex) are allowed to use.

Because the Maine law is clear, in our opinion, all school districts should take at least two steps to avoid potential liability in this area. First, all districts should have a board policy prohibiting discrimination on the basis of sexual orientation (which, as noted above, includes gender identity). RSU 19 is in compliance with this requirement with its policy AC (Nondiscrimination/Equal Opportunity and Harassment).

Second, districts should develop procedures for how they will deal with the myriad of issues that may arise in addressing the needs of transgender students. I have previously provided you with Drummond Woodsum’s proposed guidelines which comply with the legal requirements and also provide flexibility in working with this segment of the student population. Some districts have chosen to adopt those guidelines as a board policy; others have chosen to rely on their general anti-discrimination policies and adopt the guidelines as administrative procedures. From a legal standpoint, either of these approaches is acceptable. However, regardless of which approach a Board chooses, it is imperative that in the end, transgender students are not “separated or

¹ 5 M.R.S. Sections 4591-4594-G.

² The term “place of public accommodation” is defined under the law to include “a nursery, elementary, secondary, undergraduate or postgraduate school or other place of education.” 5 M.R.S. Section 4553(J).

³ 5 M.R.S. Sections 4601-4604.

⁴ 2014 ME 11.

September 1, 2016

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segregated” from other students of their gender identity in facilities use, access to programs and the like.

Please let me know if you have any questions or wish to discuss this further.

Sincerely,

A handwritten signature in black ink, appearing to read "Melissa A. Hewey". The signature is written in a cursive style with a large initial "M".

Melissa A. Hewey

MAH/ps