REGIONAL SCHOOL UNIT 19
PO BOX 40, 182 MOOSEHEAD TRAIL
NEWPORT, MAINE 04953

TO: RSU 19 Board of Directors
FR: Winn Price / Mike Hammer
DT: August 25, 2016
RE: **POLICY COMMITTEE MEETING AGENDA**

DAY: **TUESDAY**
DATE: **August 30, 2016**
TIME: **7:15 PM (Following Special Board Meeting)**
PLACE: **Nokomis**

AGENDA

I. Public Comment

II. Policy Review
A. Policies from previous meeting(s):
1. ADC Tobacco Use and Possession
ADC-R Tobacco Use and Possession Administrative Procedure
ADC-R Tobacco Use and Possession Admin. Procedure Discipline Guidelines
2. JICH Drug and Alcohol Use by Students
3. GBGAB Possession of Medication by RSU 19 Employees
4. JJIC Co-Curricular Policy Standards and Conduct for Participation – M. Babin
5. CBI Evaluation of Superintendent
6. CCA Organizational Chart (Chris)

III. Other

IV. 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.

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), 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), 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 reasonable 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

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/Vaporzier 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 ~~tobacco~~ e-cigarette and/or T.N.I.C.S. product will be referred to the students' parent/guardian immediately.

2. Use of an ~~tobacco~~ 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 received 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 ~~tobacco~~ 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

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 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:

1st Reading: xx/xx/16
Adopted: xx/xx/16

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

1st Reading: xx/xx/16
Adopted: xx/xx/16

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

EVALUATION OF THE SUPERINTENDENT

The Board will evaluate the performance of the Superintendent as a regular and scheduled activity. The primary purposes of the evaluation will be to continually improve administrative leadership, to strengthen the working relationship of the Board and Superintendent governance team, and to assist the Board in reviewing issues associated with the Superintendent's employment.

Guidelines

A. The Superintendent should be involved in developing the evaluation form and standards or reviewing the existing evaluation form and standards.

B. The evaluation(s) should be at a regularly scheduled time and place, in an executive session in which the majority of Board members are present.

C. The Superintendent should prepare for the evaluation by conducting a self-evaluation.

D. The Board should prepare for the evaluation as follows:

1. Board members will submit individual written assessments to the Chair, using the evaluation form and standards, with supporting comments giving specific examples related to conduct and/or performance.

2. The Chair will develop a composite evaluation from members' written opinions.

3. The Board will meet in executive session to review the composite evaluation and materials related to the Superintendent's performance. The Superintendent may be invited to, or excluded from, this session at the Board's discretion.

E. The Board will meet with the Superintendent in executive session to review the evaluation:

1. The Board as a whole will meet with the Superintendent to discuss the evaluation, which should include the composite of individual Board members' written assessments as agreed upon by the Board.

2. The evaluation should include a discussion of strengths as well as areas identified for improvement.

3. As no form or set of guidelines can encompass the totality of the Superintendent's responsibilities, the evaluation discussion may include items not described in the evaluation form.

4. The Board's evaluation should be supported by specific examples of the Superintendent's conduct/performance, and should represent the perspective of the majority of the Board.

5. The Superintendent shall be given the opportunity to provide feedback to the Board regarding his/her perceptions of the working relationship between the Superintendent and the Board and other issues the Superintendent identifies as relevant to his/her job responsibilities and performance.

F. The Board will meet in executive session to discuss issues such as compensation, benefits, and extension of contract that are directly related to the Superintendent's evaluation and employment. The Superintendent may be invited to, or excluded from, this session at the Board's discretion.

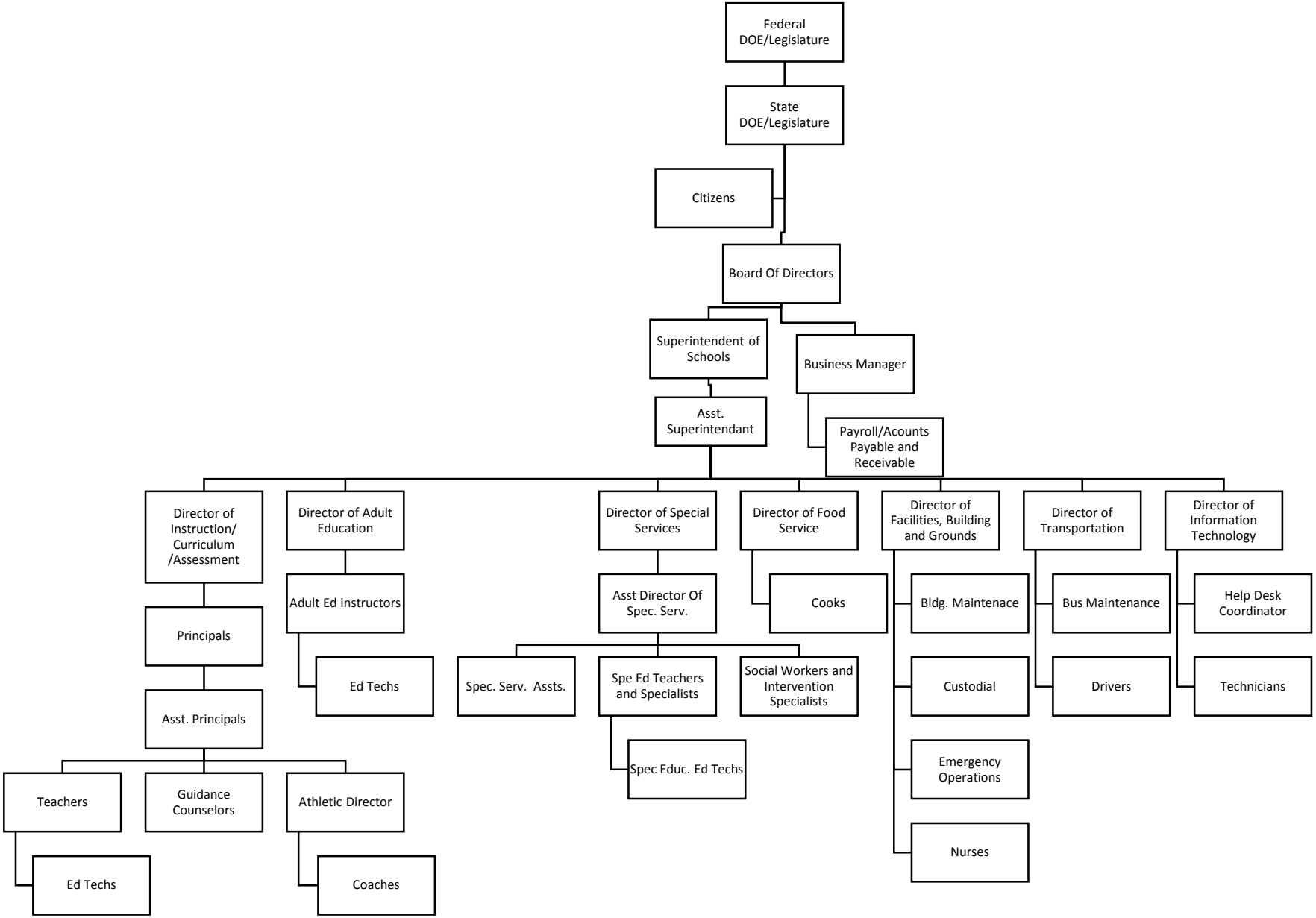
G. The Board will meet with the Superintendent in executive session to discuss compensation, benefits, extension of contract and other matters relevant to the Superintendent's employment.

H. Following the completed evaluation process, the Board Chair shall provide the Superintendent with a written summary of the key elements of the evaluation review.

Performance Objectives

Using the Superintendent's evaluation(s) for the year and the priorities established by the Board, the Board and the Superintendent will establish mutually agreed upon and clearly understood performance goals for the ensuing year prior to June 1st. Progress toward these goals will be included as part of the next Board evaluation of the Superintendent.

Cross Reference: BDD - Board-Superintendent Relationship
CB - School Superintendent
Superintendent Job Description


Federal DOE/Legislature
State DOE/Legislature
Citizens
Board Of Directors
Superintendent of Schools
Business Manager
Asst. Superintendant
Payroll/Acounts Payable and Receivable
Director of Instruction/ Curriculum /Assessment
Director of Adult Education
Director of Special Services
Director of Food Service
Director of Facilities, Building and Grounds
Director of Transportation
Director of Information Technology
Principals
Adult Ed instructors
Asst Director Of Spec. Serv.
Cooks
Bldg. Maintenace
Bus Maintenance
Help Desk Coordinator
Ed Techs
Spec. Serv. Assts.
Spe Ed Teachers and Specialists
Social Workers and Intervention Specialists
Custodial
Drivers
Technicians
Asst. Principals
Spec Educ. Ed Techs
Emergency Operations
Teachers
Guidance Counselors
Athletic Director
Nurses
Ed Techs
Coaches